



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

December 13, 2012

MEMORANDUM

SUBJECT: Audit of Certain EPA Electronic Records Management Practices
Project No. OA-FY13-0113

FROM: Melissa M. Heist *Melissa M. Heist*
Assistant Inspector General for Audit

TO: EPA Administrator
Deputy Administrator
General Counsel
Chief Financial Officer
Assistant Administrators
Regional Administrators

This memorandum is to notify you that the U.S. Environmental Protection Agency (EPA), Office of Inspector General, plans to begin an audit of certain EPA electronic records management practices. This assignment is in response to a congressional request.

Our objective is to determine whether EPA follows applicable laws and regulations when using private and alias email accounts to conduct official business. Specifically, we plan to determine whether EPA:

- Established and implemented email records management policies and procedures for collecting, maintaining, and accessing records created from any private or alias email accounts.
- Provided adequate training to employees concerning the use of private or alias email accounts to conduct official government business.
- Established and implemented oversight processes to ensure employees comply with federal records management requirements pertaining to electronic records from private or alias email accounts.
- Reprimanded, counseled, or took administrative actions against any employees using private or alias email accounts.

- Promoted or encouraged the use of private or alias email accounts to conduct official government business.

We plan to conduct this audit in EPA Headquarters and regional offices. We will contact your audit liaisons to arrange a mutually agreeable time for an entrance conference to discuss our assignment plans and answer any questions about the audit process and reporting procedures. Please do not hesitate to contact me at (202) 566-0899 or heist.melissa@epa.gov; or Rudolph M. Brevard, Director, Information Resources Management Audits at (202) 566-0893 or brevard.rudy@epa.gov, if you or your staffs have any questions.

cc:

Inspector General

Deputy Inspector General

Counsel to Inspector General

Assistant Inspector General for Congressional and Public Affairs

Assistant Inspector General for Investigations

Assistant Inspector General for Program Evaluation

Office of Inspector General Congressional and Media Liaison

Agency Audit Follow-Up Coordinator

Audit Follow-Up Coordinators