



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 1350.1

2-3-87

**Subject: DEPARTMENT OF TRANSPORTATION INFORMATION RESOURCES
MANAGEMENT POLICY**

1. PURPOSE. This Order governs information resources management (IRM) policies and procedures in the Department of Transportation (DOT).
2. BACKGROUND. The management of automation, telecommunications, and official records is no longer treated as three separate and unrelated activities. The IRM program has been defined as the coordinated combination of these functions, with the primary focus on the information being transmitted through an organization and the purpose of that information. This shift in focus and the consolidation of management functions under the IRM umbrella is reflected in this policy.
3. POLICY. All elements of DOT will manage information resources to promote: (1) efficient and effective operations, (2) improved service delivery and program management, (3) increased productivity, and (4) reduction of unnecessary paperwork and the associated information processing burden for both the public and private sector.
4. DEFINITION. Information resources management includes information, related resources (e.g., personnel, equipment, funds, and technology), as well as planning for, acquisition of, use of, management of, and disposition of hardware, software, and support services for all systems supporting the flow of information in automated or paper form through the Department or any element thereof. This includes equipment such as computers, word processors, telecommunications switching equipment, telephones, and the software and support necessary to operate this equipment. This will also include records and files stored in paper format or on electronic media.
5. RESPONSIBILITIES. The Senior Designated Official of DOT for IRM is the Assistant Secretary for Administration. That individual is responsible for the management of information resources throughout DOT. Operating Administrations of the Department will coordinate all IRM functions with the Office of the Secretary. Each Operating Administration will appoint an IRM Official to have responsibility for this coordination. The IRM Official for OST is the Director of Information Resource Management. IRM Officials will review and approve any correspondence and documentation related to IRM activities that is forwarded to the Senior Designated Official for the Department for review and approval. In addition, IRM Officials will oversee, coordinate and monitor IRM activities within the organization for which responsibilities is assigned.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Ofc. of Info
Resource Mgmt.

6. IMPLEMENTATION. The policies of the Department will be implemented through a series of orders subordinate to this Order. These orders will concern: (1) automation, (2) telecommunications, (3) automation security, and (4) paperwork management. For each of these areas, there will be a policy order and related orders (e.g., in the area of automation acquisition, in software management, in resource sharing, etc.).

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen
For the Assistant Secretary for
Administration