



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

OFFICE OF  
INSPECTOR GENERAL

January 13, 2015

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of EPA Processes for Preserving Text Messages  
Project No. OA-FY15-0063

**FROM:** Rudolph M. Brevard, Director *Rudolph M. Brevard*  
Information Resources Management Audits  
Office of Audit

**TO:** *See Below*

The Office of Inspector General (OIG) will commence an audit of U. S. Environmental Protection Agency (EPA) processes for preserving text messages. We are initiating this audit based on a request from the U.S. House of Representatives, Committee on Science, Space, and Technology.

Our objective is to determine whether the EPA adhered to applicable laws, regulations, and agency policies and procedures for records management, and preserved text messages when conducting official business. Specifically, we plan to determine whether the EPA:

- Implemented policies and procedures to determine which text messages to preserve and steps to ensure employees are knowledgeable of this guidance.
- Implemented processes to respond to congressional and Freedom of Information Act requests involving agency employees' text messages.
- Used text messages (on government-issued or personal devices) for official business.
- Deleted, destroyed, lost or misplaced text messages needed for records management; and, if applicable, the rationale for destroying text communication records.
- Took disciplinary actions against employees for deleting, destroying, losing or misplacing text communication records.
- Notified the National Archives and Records Administration about the potential loss of any federal text records, and how often the losses occurred.

The OIG plans to conduct audit work at EPA headquarters, regional and program offices. We will schedule an entrance conference with the agency's audit liaisons to discuss our assignment plans and answer questions about the OIG's audit process and reporting procedures.

To ensure the successful and timely completion of this congressional request, we are asking that offices follow instructions in the attached "Audit Documentation Request" to know what information to provide to Project Manager Teresa Richardson ([Richardson.Teresa@epa.gov](mailto:Richardson.Teresa@epa.gov)).

We respectfully note that the OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objective(s). We will request your resolution if an agency employee or contractor refuses to provide requested records to the OIG, or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the Semiannual Report to Congress.

If you or your staffs have any questions, please do not hesitate to contact me at (202) 566-0893 or [Brevard.Rudy@epa.gov](mailto:Brevard.Rudy@epa.gov); or Vincent Campbell, Team Leader, at (202) 566-2540 or [Campbell.Vincent@epa.gov](mailto:Campbell.Vincent@epa.gov).

Addressees

Gina McCarthy, Administrator  
Stan Meiburg, Acting Deputy Administrator  
Avi Garbow, General Counsel  
David Bloom, Acting Chief Financial Officer  
Assistant Administrators  
Regional Administrators  
Senior Information Officials

Attachment

cc: Agency Audit Follow-Up Coordinator  
Audit Follow-Up Coordinators  
Arthur A. Elkins Jr., Inspector General  
Charles Sheehan, Deputy Inspector General  
Alan Larsen, Counsel to the Inspector General  
Aracely Nunez-Mattocks, Chief of Staff, Office of Inspector General  
Kevin Christensen, Assistant Inspector General for Audit  
Carolyn Copper, Assistant Inspector General for Program Evaluation  
Patricia Hill, Assistant Inspector General for Mission Systems  
Patrick Sullivan, Assistant Inspector General for Investigations  
Richard Eyer mann, Deputy Assistant Inspector General for Audit  
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs  
Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General

## **Attachment**

### **Audit Documentation Request Audit of EPA Processes for Preserving Text Messages Project No. OA-FY15-0063**

#### **I. EPA program and regional offices provide the following by January 31, 2014:**

1. Program and regional offices policies and procedures related to preserving text messages as records.
2. An inventory of electronic communication devices that are capable of instant messaging or text messaging, and are also inventoried and tracked by the agency other than by the Working Capital Fund.

#### **II. The Office of Environmental Information provides the following by January 31, 2014:**

1. Reports that contain text-messaging data (i.e., messaging usage and text messages) for the past 5 calendar years (2009–2014).
2. Notifications to the National Archives and Records Administration regarding lost or misplaced text message records for the past 15 calendar years (1999–2014).
3. An inventory of electronic communication devices that are capable of instant messaging or text messaging, and are also inventoried and tracked by the agency's Working Capital Fund.