



Archivist of the
United States

April 3, 2023

The Honorable Hannibal “Mike” Ware
Inspector General
Office of the Inspector General
U.S. Small Business Administration
409 3rd Street, S.W., Suite 7150
Washington, DC 20416

Wendy Laguarda
Inspector General
Farm Credit Administration
Office of Inspector General
1501 Farm Credit Drive
McLean, VA 22102

By Email

SUBJECT: Freedom of Information Act (FOIA) Advisory Committee Recommendation
regarding Council of the Inspectors General on Integrity and Efficiency (CIGIE)

Dear Mr. Ware and Ms. Laguarda:

I write to you in your roles as chairs of the Inspection and Evaluation Committee, and the Audit Committee, respectively, of the Council of the Inspectors General on Integrity and Efficiency (CIGIE), to request a cross-cutting project on access to agency records in electronic and digital form.

This request stems from a recommendation made by the 2018-2020 term of the Freedom of Information Act (FOIA) Advisory Committee, whose members are appointed by and report to the Archivist of the United States with recommendations for improving the administration of FOIA governmentwide. The Committee, which operates in accordance with the Federal Advisory Committee Act, 5 U.S.C. §§ 1001-1014, comprises 20 members from both inside and outside of government with considerable FOIA expertise.

During its 2018-2020 term, the Committee’s Records Management Subcommittee identified CIGIE as being well-positioned to oversee how agencies are doing in providing access to records managed in electronic form. The Committee suggested that CIGIE could review how

agencies are planning to meet the goals set out in M-19-21 for ensuring that all permanently appraised records are accessioned into NARA in electronic or digitized form. Since the Committee passed the recommendation, the Office of Management and Budget (OMB) and the National Archives and Records Administration (NARA) issued OMB/NARA M-23-07, *Update to Transition to Electronic Records*, extending to **June 30, 2024**, the deadline for agencies to manage their permanent records in electronic format.

The Committee further recommended that IG offices may also wish to consider establishing a point of contact within each office who will function as an in-house subject matter expert on records management and access issues and who will keep track of any audits conducted with respect to records management and access issues.

My staff across the National Archives stands ready to assist you or answer any questions, particularly Laurence Brewer, the Chief Records Officer for the U.S. Government, and Alina M. Semo, Director of the Office of Government Information Services and Chair of the FOIA Advisory Committee.

Sincerely,



DEBRA STEIDEL WALL
Acting Archivist of the United States

Cc: Mark L. Greenblatt, Inspector General, U.S. Department of the Interior, Chair, Council of the Inspectors General on Integrity and Efficiency
Laurence Brewer, Chief Records Officer for the U.S. Government
Alina M. Semo, Director, Office of Government Information Services, Chair, FOIA Advisory Committee