

Senior Agency Official for Records Management 2016 Annual Report



The OMB/NARA *Managing Government Records Directive* (M-12-18) requires Senior Agency Officials for Records Management (SAORM) to provide an annual report to NARA. This report demonstrates how your organization is achieving the goals of the *Directive* and other important initiatives as identified by NARA.

NARA uses the reports to determine the overall progress of the Federal Government in meeting the goals of the *Directive*, including implementing proper email management and transitioning to electronic recordkeeping. Additionally, NARA uses the report for information sharing purposes to provide best practices and model solutions with Federal agencies.

The reporting period begins on January 9, 2017 and reports are due back to NARA no later than March 17, 2017.

NARA plans to post your 2016 SAORM report on the NARA website upon receipt. Please ensure that your agency's report is a publicly releasable version. This action is in the interest of transparency in Government and to promote collaboration and communication among agencies.

Instructions for Reporting

- This template covers progress through December 31, 2016.
- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.
- Please complete the questions/items below and send the report to PRMD@nara.gov. Include the words "SAORM annual report" in the subject line of the email.
- If you are responsible for records management in multiple agencies, components, or bureaus, please determine how you will submit reports to NARA. While NARA prefers a comprehensive report, you may submit separate reports for each component.

Provide the following information (required):

- Name of SAORM: Michele Perez
- Position title: Vice President, Department of Management and Administration
- Address: 1100 New York Avenue, NW
- Office telephone number: 202357-3936
- Email: michele.perez@opic.gov

1. What agencies, bureaus, components, or offices are covered by this report and your position as SAORM?

Per OPIC Directive 57.03 dated 9/14/2011(attached), the Vice President of the Department of Management and Administration has the full authority and responsibility for the OPIC RIM Program

2. Did your agency and components meet the M-12-18, target goal 1.2 to manage all email records in an electronic format by December 31, 2016? (M-12-18, Goal 1.2 and OMB Circular A-130 5(h), 3(b), page 19)

- Yes
 No

As of 12/28/2016, OPIC submitted GRS 6.1 NA Form 1005 to NARA's appraisal archivist, Andrea Shahmohammadi, and is currently awaiting approval. Also, on 2/27/2017 a conference call was conducted to answer follow up questions presented by Ms. Shahmohammadi.

If No, please list and explain which part of your agency or components did not meet the deadline?

(Please note: Through a separate reporting request we will be asking your agency records officers to provide additional information regarding compliance with this target according to the email success criteria published by NARA in April 2016. *Criteria for Managing Email Records in Compliance with the Managing Government Records Directive (M-12-18)*)

3. **Did your agency and its components meet the M-12-18 target deadline to schedule all existing paper and non-electronic records by December 31, 2016? (M-12-18, Part I, Section 2.5)**

Yes

No

OPIC is currently updating its existing records schedule to include agency specific and general records schedule into one comprehensive schedule. Completion of this activity is anticipated by April 2017.

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4. **Is your agency and its components making progress toward meeting the M-12-18 deadline to manage all permanent electronic records electronically? (M-12-18, Goal 1.1)**

Yes

No

OPIC has undertaken the process to implement the guidance from NARA bulletin 2015-04 into our electronic records application (HP Records Manager), updating of OPIC's records schedule, implementing GRS 6.1 (awaiting approval) and developing training on how to manage the life cycle of permanent electronic records.

5. **Has your agency developed plans or taken actions to evaluate and implement the digitization of permanent records created in hard copy or other analog formats (e.g., microfiche, microfilm, analog video, analog audio)? (M-12-18 Goal 1.1)**

Yes

No

Since 2012, OPIC has required all permanent records be digitized before submission to the Records department.

6. **Have you, as the SAORM, taken steps to include records management as a key component of your agency's information resources management strategy in accordance with the revised OMB Circular A-130, Managing Information as a Strategic Resource? (OMB A-130 5.h, page 19)**

Yes

No

- OPIC has identified the Senior Agency Official for Records Management (SAORM), through OMB MAX, National Archives Records Administration's listing of SAORM and updates our internal directives.
- Documentation of the agency's activities through our records management program is being housed in OPIC's electronic records application Hewlett Packard Records Manager (HPRM). HPRM allows OPIC the capability to manage federal records throughout their lifecycle, accession/transfer permanent records to NARA and manage all electronic records including the ability to identify, retrieve, retain and capture the metadata for these records.
- OPIC is in the process of updated our records retention schedule and will submit to NARA for approval, we are also awaiting approval of NA Form 1005 (Capstone Approach) for the management of email for our Senior Agency Officials.
- We are developing a more comprehensive training for our new hires as well as an annual refresher on managing federal records.