

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 John M. Fowler
- Position title Executive Director
- Address 401 F Street, NW, Suite 308, Washington DC 20001
- Office telephone number (202) 517-0200
- Email

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

Please list below

Advisory Council on Historic Preservation

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
X No

We have made significant progress in meeting this goal. We issued an email records policy prior to the deadline that informed all staff of the requirement to manage all email records in an electronic format. Most email records are being managed electronically; however, we are still in the process of transitioning our program records to electronic management and are working to ensure files remain complete in a consistent format for accessioning to NARA.

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

See above explanation.

(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

If No, please list which part of your agency or components did not and why?

However, as is stated on the Questionnaire responses, the records officer was recently made aware of new records, primarily electronic, that would likely need to be scheduled (thus, we have identified a new series).

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

If Yes, please describe this progress

We have begun developing file plans for all agency records to ensure proper organization and management of electronic records. We are meeting internally with agency management to ensure each office is moving to electronic records management. We have also initiated a fully electronic submittal and response system for a component of our program records, and plan to expand that effort this year.

If No, please list which part of your agency or components did not and why?

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

Please describe your specific plans or actions.

This is an ongoing process for our agency. As resources are made available, we continue to digitize older publications, photographs, and reports.

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

If Yes, please describe what steps have been taken.

The ACHP has included records management as part of the agency information resources management strategy as per A-130. Respective activities completed or in progress: (1) SAORM has been designated; (2) guidance has been issued to ensure proper documentation of agency records; 3) records are available for retrieval in electronic and paper formats; 4) an agency wide records schedule was approved by NARA in 2013; 5) the agency continues to manage its records in accordance with the records schedule, accessioned permanent records in 2013 and will continue to dispose of records in accordance with that schedule; 6) records management training has been provided and guidance has been issued.