



*Senior Agency Official for Records Management
2017 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* 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 8, 2018 and reports are due back to NARA no later than March 16, 2018.

NARA plans to post your 2017 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. NARA intends to list any non-responding agencies in a summary report and on the website.

Instructions for Reporting

- This template covers progress through December 31, 2017.
- 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 - [Agency Name]" 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 – Maurice Swinton
- Position title – Chief Information Officer
- Address – 3700 North Capitol St., NW, Washington DC 20011
- Office telephone number (202) 541-7529

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

Armed Forces Retirement Home (AFRH)

2. Is your agency and its components making progress towards managing all permanent electronic records in electronic format by December 31, 2019? (M-12-18, Goal 1.1)

Yes

The AFRH continues to make strides towards managing all permanent electronic records in electronic format by 12/31/19 with its current records management support contract. The vendor is working across the agency to ensure that all aspects of the agency's systems will comply with guidance found in M-12-18. The vendor has also reviewed and provided recommended updates to the agency's records and email management policies.

3. 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

The AFRH will begin an extensive scanning effort that will involve the cataloging, indexing of all hardcopy records within the agency. The AFRH's records management vendor will establish the metadata to be used for this effort based upon the input received from key staff and records personnel. This effort will afford the agency to transfer all required records to NARA per the approved records schedule.

4. OMB M-17-22 required agencies to create reform plans that may result in re-organizations and the elimination of offices and/or functions. Where necessary, has your agency taken steps to ensure that recordkeeping requirements and other records management needs have been or will be accounted for and implemented when making these changes?

Yes

Any documents that are developed in support of a reorganization effort will be captured in the scanning effort that was identified in the response for question # 3.

5. **Have you, as the SAORM, taken steps to ensure that your records management program has the strategic direction, support and resources it needs to be successful?** (see: NARA Bulletin 2017-02: Guidance on Senior Agency Officials for Records Management <https://www.archives.gov/records-mgmt/bulletins/2017/2017-02-html>)

Yes

As the SAORM, I have worked with the agency head to ensure that the efforts for the program would receive support from all senior managers. I also secured a budget to execute the necessary changes and implement new processes and procedures to bring the agency's records management into compliance with NARA standards. I ensure that all official guidance issued by NARA is applied to the agency's ongoing efforts.

6. **Have you, as the SAORM, ensured that all incoming and outgoing senior officials* receive briefings on their records management responsibilities including documenting their public service, use of personal email, and other recordkeeping requirements.**

*Senior officials are the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.

Yes

All agency senior officials partake in mandatory annual training that includes, ethics, safety, EEO, privacy and HIPPA. As a part of the HIPPA training, email briefed on their use of email and the maintaining of agency records. The handling of sensitive information is also included in this training.

7. **Is the records management program and related requirements included in your agency's Information Resource Management Plan or an equivalent information management plan? ([OMB Circular A-130, Managing Information as a Strategic Resource](#))?**

No

The AFRH has a directive that details the agency's records management program.

8. **What policies, guidance or support do you need from NARA to ensure a successful transition to fully electronic recordkeeping? (NARA Strategic Plan. Goal 2.4)**

At this time the AFRH communicates with its archivist, Rich Noble, on any issues, concerns or questions that arise during its records management development process. Mr. Noble has been an excellent resource during the transition to a fully electronic recordkeeping system.