

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: Marie Lennon
- Position title: Director of Management Services
- Address: 330 Independence Ave. Washington DC 20237
- Office telephone number; 202-203-4515

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

The Broadcasting Board of Governors (BBG), which includes four major components:

- Voice of America; (VOA)
- Office of Cuba Broadcasting; (OCB)
- International Broadcasting Bureau; (IBB)
- Office of Technology, Services, and Innovation; (TSI)

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)

Answer: No

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

- *The agency is still in the process of getting its Capstone submission approved. BBG's Appraisal Archivist approved its submission in March 2017 and it has been submitted to the NARA's GRS team for final approval in April 2017. BBG is currently drafting policy and procedures along with an implementation plan that will cover the Capstone approach.*

(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)**

Answer: Yes

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)**

Answer: Yes

If Yes, please describe this progress:

- *establishing formally approved email policies,*
- *use of any automated systems for capturing email,*
- *providing access /retrievability agency email,*
- *establishing disposition practices for agency email (either destroy in agency or transfer to NARA), and*
- *implementation of the Capstone approach upon approval of agencies Capstone submission to NARA*

The BBG is in the process of drafting a comprehensive records management policy, which will include the management of all permanent electronic records electronically for inclusion in the Broadcasting Administrative Manual (BAM), which is the collection of all agency-wide policies. The BBG's draft policy is based on NARA's examples of best practices for records management. Once this policy is formally approved and incorporated into the BAM, the BBG will embark on agency wide training program for managing its 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)**

Answer: Yes

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)**

Answer: Yes

If Yes, please describe what steps have been taken.

The BBG has:

- *Worked with its Appraisal Archivist to identify all unscheduled records and approve Capstone submission*
- *Received approved records schedules for submission in ERA;*
- *Provided NARA's KA training to staff within the Office of Administration to help records management staff identify records that do not fall under any existing records disposition schedule; and*
- *Designated records liaisons within its major components (i.e., Voice of America, Office of Cuba Broadcasting, International Broadcasting Bureau, and Office of Technology, Services, and Innovation) to assist managers in those components with their records management responsibilities, including identification of unscheduled records.*