



*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](mailto: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: Christopher A. Luer
- Position title: Director of Administration
- Address: 330 Independence Ave. Washington DC 20237
- Office telephone number; 202-203-4595

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

The Broadcasting Board of Governors (BBG), 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. 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)**

**Answer:** Yes

If Yes, please describe this progress:

The BBG is establishing a new email management policy to support the following e-mail management practices, which are already being implemented. For example, we are using automated systems for capturing email for FTE mailboxes through the Office 365 Archive feature. In addition, a cloud archive service captures all the mail received/sent to and from the Agency. This archive cloud service has been in place since June 2<sup>nd</sup>, 2016, and we retroactively uploaded data from the users' mailboxes classified as "Capstone" when the Agency's GRS-1 was approved in June 2017.

**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)**

**Answer:** Yes

The BBG and VOA worked with NARA to secure the permanent accession of over 400 cans of archival analog video and audio during the reporting period. The BBG plans to continue the review additional VOA content with the intention to digitize the permanent records reviewed.

**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?**

**Answer:** Yees

The BBG submitted and NARA approved Record Schedules DAA-0517-2015-0001 and DAA-0517- 2016-001, which cover offices that functions have either been eliminated or reorganized. These approved disposition authorities ensure that the BBG is in compliance with our recordkeeping requirements. In 2018 the BBG will begin to transfer permanent and temporary records under these authorities.

**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>)

**Answer:** Yes

In 2017 The BBG's SAORM hired a Records Management Specialist (GS-0308-14) to run the day-to-day activities of its record management program. The Records Management Specialist was trained in all of the NARA knowledge areas, and holds a certificate of Federal Records Management Training.

**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.

Answer: Yes

The BBG's Capstone submission was approved in June 2017. The BBG's new official policy on e-mail management is in concurrence and will be approved in early 2018. Concurrently, the BBG is briefing its components and senior officials on the new policy along with their other recordkeeping requirements and responsibilities.

**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](#))?**

Answer: Yes

Please explain your response:

The BBG has drafted a new comprehensive records management policy, which will include the management of all permanent electronic records. The new policy will be included in the BBG's Broadcasting Administrative Manual (BAM), the Agency's policy repository. The BBG's draft policy is based on NARA's examples of best practices for records management.

**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).**

The BBG has is working with its NARA appraisal archivist to identify further needs to ensure the successful transition to fully electronic recordkeeping.