NATIONAL
ARCHIVES

OFFICE *of the*
CHIEF RECORDS
OFFICER

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: **Elliot E. Mainzer**
- Position title: **Administrator and Chief Executive Officer**
  DOE – Bonneville Power Administration
- Address: **DOE – Bonneville Power Administration**
  905 NE 11th Avenue
  Portland, OR 97232
- Office telephone number: **503-230-3000**
- Email: ███████████

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

   Please list below: **DOE – Bonneville Power Administration**

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

   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

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

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.

In FY 2015 BPA procured an unstructured data management (UDM) solution for managing Federal records in electronic format (including email), that will ensure the appropriate management and transfer to NARA of the agency's permanent electronic records.

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.

BPA's policy on digitization (236-160 Digitalizing Records from Physical Media) was originally published in 2012 and was reviewed and is in the process of being republished in FY17. BPA does not require that Federal records – including permanent records – in physical media be digitized unless they are at risk of being damaged or destroyed, which may result in the loss of the record. However, based

upon business analysis by the Office of Record, digitization may be an effective way to maintain and manage a collection that exists only in physical media form.

At the request of the Seattle, WA FRC, BPA digitizes and submits all permanent records being offered to NARA that originate at BPA facilities. Any physical records being stored at the Seattle, WA FRC that are being offered to NARA remain in their physical form.

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)

$\boxtimes$Yes
$\square$No

If Yes, please describe what steps have been taken.

BPA's Information Governance program is within the Compliance and Governance organization. As such, it is built on a Governance, Risk and Compliance model which has program elements of: Program Management & Administration; Standards, Policies and Procedures; Training, Communication & Education; Monitoring, Auditing & Reporting Systems; Response, Investigation, Discipline & Incentives and Risk Assessment & Management. These program elements allow for all the achievement of the records management strategy listed in OMB Circular A-130, including, but not limited to, proper records management (regardless of form), an approved "big bucket" retention schedule from the Archivist of the United States and mandatory agency-wide training.

Additionally, BPA has procured an unstructured data management system (UDM) which will further help the agency appropriately manage, maintain and dispose its electronic records in unstructured form in the email system, SharePoint sites and network drives. This system was rolled out to the email system in FY16 and is on schedule for rollout to SharePoint sites and network drives in FY17.