



Consumer Financial
Protection Bureau

1700 G Street, N.W., Washington, DC 20552

March 15, 2017

The Honorable David S. Ferriero
Archivist of the United States of America
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

RE: Senior Agency Official Annual Report

Dear Mr. Ferriero:

In accordance with part 1, goal 1.1 and 1.2, and part 3, A4 of the August 24, 2012, Office of Management and Budget (OMB) / National Archives and Records Administration (NARA) Managing Government Records Directive (M-12-18), the Consumer Financial Protection Bureau (CFPB or the Bureau) conducted an evaluation of its records management program and has developed this Senior Agency Official (SAO) Annual Report. This SAO Annual Report documents the Bureau's continuous progress toward the successful implementation of the OMB/NARA Managing Government Record Directive (M-12-18).

Name of SAORM: Mr. Sartaj Alag
Position Title: Chief Operating Officer
Address: Consumer Financial Protection Bureau
1700 G Street, NW Washington, DC 20552
Office Telephone Number: 202-435-7505

1. What are the agencies, components, or bureaus covered by this report and your position as SAORM?
 - The Consumer Financial Protection Bureau

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

Please provide a brief description of the actions taken, such as establishing policies and providing training.

The Bureau has identified and submitted media neutral records schedules for all paper and other non-electronic records.

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.

- i. Identified an electronic document management system (EDMS) to conduct a comprehensive pilot;
- ii. Reviewed the EDMS information governance functionally;
- iii. Analyzed records retention policies for divisions/offices;
- iv. Conducted EDMS training across the Bureau;
- v. Developed electronic folder structures for divisions/offices;
- vi. Created best practice guidance for users; and
- vii. Reviewing additional EDMS capabilities.

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, and analog audio)? (M-12-18 Goal 1.1)

- Yes No

Please describe your specific plans or actions.

The Bureau records management office annually digitizes all permanent hard copy records as a part of its standard operating procedures.

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

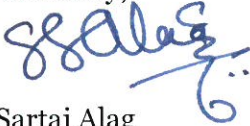
If Yes, please describe what steps have been taken.

The records management office plays a significant role in ensuring that Bureau information management resources that manage or store federal records migrated those federal records prior system termination, and that new systems operate to supports records management requirements.

Contact information:

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Sincerely,



Sartaj Alag
Chief Operating Officer