Senior Agency Of■cial for Records Management

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The 0M 8/ N ARA A'Iunuging (■ner/2mm! Records 1)il‘(’('11're (M- 12—l 8) 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 identi■ed 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

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This template covers progress through December 31, 2016.
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Please be brief and precise in your answers. Limit answers to each question to no more
than 500 words.

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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.

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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
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comprehensive report, you may submit separate reports for each component.

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Provide the following information (required):

. Name ofSAORM_

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Positiontitle-—

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. Of■ce telephone number

0 Email

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

Central Intelligence Agency

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-l30 5(h), 3(b), page 19)

~/ Yes
El 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 of■cers
to pr0vide additional information regarding compliance with this target according to the email
success criteria published by NARA in April 2016. CriteritgmManaging limuil It‘et'unls in Compliance u'it/l l/lt’ Humming Government Recon/x I)irm'lirgM-l2-lr\’)

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 1, Section 2.5)

\/ Yes
Cl No

Between 20/ l and 2014, CIA submitted ■ve media-neutral ■exible records
control schedules to NARA. The fi ve schedules cover the following retention
periods:

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Permanent (delivered to NARA 10/13/2011 —

approved on 05/26/2015)
75 Years (delivered to NARA on 08/08/2012

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approved on 01/19/2017)
30 Years (delivered to NARA on 10/03/2012

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but not yet approved)
10 Years (delivered to NARA on 04/29/2014 —

but not yet approved)
5‘ Years (delivered to NARA on 09/04/2014 ——

but not yet approved)

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)

V Yes
[3 No

If Yes, please describe this progress.

To meet the OMB/NARA Directive, M~12-18: Managing Government Records, the CIA
continues to:
0 Implement a NARA-approved media neutral records control schedule for
permanent records into business processes.
0 Conduct o■ice inventories to identify and map permanent records to the
Agency ’s media neutral records control schedule.
0 Apply the Information ManagementApproval (IMA) certification process] to
new or enhanced Agency information systems to ensure compliance with
recordkeeping and legal requirements.
0 Prioritize the management of permanent electronic records “in place" as part
of Next Generation Information Management (NGIM), a CIA program
focused on projects and services for digital information management.

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Invest in its information management cadre, via formal and informal training,
to ensure they have the technical expertise to advise employees on the proper
management of 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

‘ Information Management Approval certi■cation is a process to ensure Agency systems incorporate electronic recordkeeping requirements to maintain records integrity. authenticity. readability. and preservation.

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other analog formats (e..g., micro■che, microfilm, analog video, analog
audio)? (M-lZ-ls Goal 1.1)

\/ Yes
Cl No

Please describe your specific plans or actions.

CIA ’5 Information Management Services (IMS) initiated digitization e■orts for

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permanent records through its Next Generation Information Management (N GIM)
program. This involved ensuring scanned documents met metadata and format
requirements as recommended by NARA, and the certijying of a

document repository to
host scanned documents.

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
D No

If Yes, please describe what steps have been taken.

While continuing our legacy of managing paper records, CIA has increased our focus on
managing digital records. Between 2011 and 2014, CIA submitted ■ve media—neutral
■exible records control schedules to NARA (two of which have been approved by NARA,
and three of which are awaiting approval). The approved media-neutral schedules are
being implemented into business processes. CIA designated a

senior agency o■icial for
records management (SAORM) who holds the position of Deputy Director of CIA for
Digital Innovation, which underscores our goal for managing records electronically.
CIA established a Next Generation Information Management (NGIM) program to, among
other objectives, ensure continued ability to track and manage records as the Agency
trans■mns to a

digital organization. The CIA also continues its long—standing
commitment to records management by maintaining a

professional staff of records

managers and providing training courses on records management concepts.

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