



**Senior Agency Official for Records Management
Annual Report - FY 2017**

Provide the following information (required):

- Name of SAORM: Mark D. Jones
- Position title: Executive Director
- Address: 1717 H Street, NW, Suite 825, Washington DC 2006
- Office telephone number: (202) 292-2600

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

The Council of the Inspectors General on Integrity and Efficiency (CIGIE)

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)**

- Yes
 No

Please explain your response: **CIGIE is making strides towards reviewing all records, electronic records included, to assess what general records schedules are applicable to various records CIGIE maintains and what additional records require a CIGIE-specific schedule. CIGIE's continued review during FY 2017 has led to the development of CIGIE's first draft records schedule that was subsequently submitted to NARA for approval on February 20, 2018.**

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)**

- Yes
 No

Please explain your response and include any obstacles you are facing in planning or implementing digitization initiatives. **CIGIE did not make any strides in this area during FY**

2017. CIGIE recently hired its first Chief Information Officer in FY 2018, and with the expertise of our CIO we will be working towards assessing various tools to determine the most efficient and effective method(s) to digitize its permanent records.

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?

Yes

No

Please explain your response: **Not applicable. CIGIE was granted an exemption by OMB from the requirements of OMB M-17-22.**

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>)

Yes

No

Please explain your response: **As the SAORM, I have designated the resources necessary to ensure we develop and implement an effective records management program. As stated above, CIGIE hired a CIO who will assist in leading this effort in coordination with other responsible staff.**

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.

Yes

No

Please explain your response: **As the SAORM, I ensure that all senior officials on staff are aware of their records management responsibilities. This has been done through meetings with these personnel, as they onboard and as they leave CIGIE.**

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](#))?**

Yes

No

Please explain your response: **During FY 2017, CIGIE was working towards developing a more formal structure for its records management program. Moving forward, CIGIE will work towards incorporating its records management program into its information management plans.**

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)**

CIGIE's overall resources are very limited, thus, it would be helpful if NARA had examples of inexpensive tools that could be leveraged to assist in digitizing hard copy records, as well as inexpensive database management tools that could be easily tailored to assist in managing all CIGIE records.