NATIONAL ARCHIVES

OFFICE *of the* CHIEF RECORDS OFFICER

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. 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: Mary Neumayr
- Position title: Chief of Staff, Council on Environmental Quality
- Address: 730 Jackson Pl NW, Washington, D.C., 20506
- Office telephone number: (202) 395-5750

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

Council on Environmental Quality (CEQ), Executive Office of the President (EOP)

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:
Under the guidance and direction of the White House Information Governance, Office of Administration, Executive Office of the President, CEQ is working with the Office of Administration in developing an EOP-wide electronic records management construct. This is necessary as the Office of Administration is responsible for maintaining electronic records management for all EOP components.

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.
CEQ is planning to transition its hardcopy documents to electronic records through optical character recognition (OCR) digitization.

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:
CEQ's records management program is already been operating under minimal personnel resources. It is currently staffed and is supported by a portion of a single employee's work portfolio.

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 CEQ SAORM, I have engaged with CEQ staff to ensure that the agency maintains an active, continuing program for the economical and efficient management of the records of the agency. I ensure that agency staff are informed of and receive training on their records management responsibilities, that the agency protects records against unauthorized removal or loss, and that all agency staff are informed of their records management responsibilities as defined in NARA regulations and guidance.

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:
During the reporting period, 100% of incoming and outgoing employees, regardless of seniority, have received briefings on their records management 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)?**

☑ Yes
☐ No

Please explain your response:
The records management program and related requirements are included in CEQ's Information Resource Management Program Strategic Plan.

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)

It would be helpful if NARA would:

- provide guidance on the handling or processing of electronic records that are viewpoint dependent due to technology (*i.e.* one person may see a document differently than another person); and
- consider whether it would be appropriate to shift from relying on the creation date to relying on the last modified date as the date of the record.