



*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: Martha M. Gagné
- Position title: Deputy Associate Director, Office of Management and Administration
- Address: 750 17th Street, NW, Washington D.C.
- Office telephone number 202-395-4622

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

EOP/ONDCP

The SAO represents the agency as the Senior Official for any matters relating to records management.

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

The Office of Administration, Executive Office of the President, is responsible for managing user-generated electronic records on the EOP network. Each component's electronically stored information is captured, retained, and backed up.

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

ONDCP has taken action for the past three years to scan Senior Leadership permanent documents such as:

- 1.1 Senior Leadership Subject Files
- 1.2 Senior Leadership Chronological/Official Correspondence
- 1.3 Senior Leadership Travel Files
- 1.4 Senior Leadership Briefings and Meeting Minutes

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

ONDCP is ensuring that recordkeeping requirements are a component of any changes resulting from 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

Yes. White House Information Governance, Office of Administration, EOP, along with the EOP components are working collaboratively to implement information resources management strategy, along with best practices, across the Presidential Information Technology Community.

- 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

This has been incorporated into our on-boarding and off-boarding process at ONDCP.

- 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

This is handled by the Office of Administration for the Executive Office of the President (EOP).

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)

1. provide an electronic archive equivalent to the WNRC;
2. provide better guidance on media obsolescence;
3. build their electronic records management team (there is only one person I talk to there about this – it appears he needs a bigger team) ;
4. be more direct on allowable or acceptable media that can be accessioned; and
5. provide software recommendations for electronic record keeping systems.