



Senior Agency Official for Records Management FY 2015 Annual Report

The *Managing Government Records Directive (M-12-18)* requires Senior Agency Officials (SAOs) for Records Management 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*, 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 November 16, 2015, and reports are due back to NARA no later than COB January 29, 2016.

Please note that NARA will post a version of your 2015 SAO report on the NARA website. This action is in the interest of transparency in Government and to promote collaboration and communication among agencies. Please let us know whether there is a specific justification as to why your report cannot be publicly shared (in whole or in part).

Instructions for Reporting

- This template covers progress through fiscal year (FY) 2015.
- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.
- Please complete the eight questions/items on the following pages and send the report to prmd@nara.gov. Include the words “SAO annual report” and your agency’s 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 SAO: Michael Lewandowski

Position title: Associate Secretary

Address: 20th & C St., NW, Washington, DC 20551

Office telephone number: 202-736-1927

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

Please list them below:

**Board of Governors of the Federal Reserve System
Federal Open Market Committee (FOMC)**

2. Is your agency going to meet the *Directive* goal to manage all email records in an accessible electronic format by December 31, 2016? (*Directive Goal 1.2*)

Yes No

2a) *Provide a list of actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your progress regarding:*

- *establishing formally approved email policies,*
- *use of any automated systems for capturing email,*
- *providing access / retrievability of your email,*
- *establishing disposition practices for agency email (either destroy in agency or transfer to NARA), and*
- *possible implementation of the Capstone approach for applicable agency email.*

The Board has initiated the Capstone approach and validated its means for preserving senior official email, which includes Governors, division directors, and deputy division directors.

2b) *Provide a list of the actions your agency, components, or bureaus plan to take in 2016 to meet this goal.*

1. Submit to NARA a Capstone schedule for email.

2. Implement an email archiving system in 2016, which will facilitate searching, retrieval, and disposition of email.

3. Has your agency taken actions to implement the 2014 amendments to the *Federal Records Act* requiring Federal employees to copy or forward electronic messages (including email, texts, chats, and instant messaging) that are federal records from their non-official accounts to official accounts within 20 days?

Yes No

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

It is the Board's policy that staff cannot use non-official electronic messaging accounts to conduct Board business. This policy is conveyed to staff every year through mandatory training.

4. Describe your agency's internal controls for managing electronic messages (including email, texts, chats, and instant messaging) of the agency head and other executives (including appropriate advisers, and other senior management staff).

1. Electronic messages of senior officials, such as Governors, division directors, and deputy directors are electronically captured and preserved in a Board system.

2. Electronic messages of other executives and staff are electronically captured and preserved in a Board system and archived after 60 days unless manually deleted by users. Users will be able to delete personal and transitory electronic messages.

5. Is your agency going to meet the *Directive* goal to submit records schedules to NARA for all existing paper and other non-electronic records by December 31, 2016? (*Directive Goal 2.5*)

Yes No

5a) *Provide a list of the actions your agency, components, or bureaus have taken to meet this goal.*

The Board's Records Management Program is in the process of completing a comprehensive inventory project to identify unscheduled records in Board divisions. In addition, in November 2015, the Board's Records Management Program began a comprehensive records management evaluation of all business lines in the supervision and regulation function of the Federal Reserve Banks. During the evaluation, the disposition of records under review has been suspended.

5b) *Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal.*

In 2016, the Board's Records Management Program plans to submit schedules to NARA covering new program records.

6. Is your agency going to meet the *Directive* goal to manage all permanent electronic records in an electronic format by December 31, 2019? (*Directive Goal 1.1*)

Yes No

6a) *Provide a list of the actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your progress regarding:*

- *establishing formally approved electronic records policies,*
- *use of any automated systems for capturing electronic records,*
- *providing access / retrievability of your electronic records, and*
- *establishing disposition practices for agency electronic records.*

The Board and FOMC have met this goal. All permanent electronic records are managed in an electronic format. Unstructured permanent electronic records are maintained in the Board's electronic recordkeeping system. In addition, permanent paper records continue to be systematically converted to electronic format. The FOMC also maintains its electronic records in electronic format.

6b) *Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal.*

See response to 6a.

7. Please provide any insight to your agency's efforts to implement the *Managing Government Records Directive* and the transition to a digital government.

Provide a brief description, including any positive or negative outcomes, challenges, and other obstacles.

See the Board's comments on draft Bulletin 2015-02, Guidance on Managing Electronic Messages.

8. With regard to records management, is your agency preparing for the upcoming change in Presidential administration?

Yes No

8a) *Provide a list of the actions your agency, components, or bureaus have taken to ensure records of departing senior officials will be appropriately managed during the upcoming change in Presidential administration.*

All incoming and departing Governors and senior officials are briefed on records management and the Board's policy on removing Board information when departing. While Governors are appointed by the President, the Governors serve set terms. Thus, senior officials at the Board do not depart as a result of the upcoming change in Presidential administration. Records management support is provided to the Governors' offices.

8b) *Provide a list of the actions your agency, components, or bureaus plan to take in the future to ensure records of departing senior officials will be appropriately managed during the upcoming change in Presidential administration, including ensuring that federal records are not improperly removed from the agency.*

See 8a.