



Senior Agency Official for Records Management 2020 Annual Report

The National Archives and Records Administration (NARA) requires Senior Agency Officials for Records Management (SAORM) to provide an annual report demonstrating how agencies are handling important records management initiatives as identified by NARA.

NARA uses the reports to determine the overall progress of the Federal Government in managing its records and the transition away from paper to digital formats, and to identify best practices and model solutions within Federal agencies.

On June 28, 2019, the Office of Management and Budget and the National Archives issued a memorandum: *Transition to Electronic Records* (M-19-21) to ensure that all Federal records are created, retained, and managed in electronic formats by December 31, 2022. This year's SAORM report provides an opportunity for agencies to report on plans and progress towards the milestones and target goals in this memorandum, as well as other important records management initiatives.

The reporting period begins on January 19, 2021, and reports are due back to NARA no later than March 19, 2021.

NARA plans to post your 2020 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 both records management program developments towards the transition to electronic recordkeeping outlined in M-19-21 through December 31, 2022, and other aspects of agency records management programs.
- 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 rmsselfassessment@nara.gov. Include the words "SAORM 2020 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: Yao-Chin Chao
- Position Title: Assistant Secretary of the Board
- Address: 20th and Constitution Avenue, NW Washington, DC 20551

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

Please provide a list, and also indicate any that are new or have been changed due to reorganization or other circumstances.

Federal Reserve Board

2. Has the COVID-19 pandemic changed any policies or practices related to records management at your agency?

- Yes
 No
 Do not know

Please explain your response (include details of specific challenges, if applicable):

The Records Management Program already had a dynamic electronic records management program, so there were no changes in policies or practices related to the pandemic.

3. Does your agency have an established information governance framework that connects records management, data management, and other agency information lines of business? (A relationship between CIO, CDO, SAORM, DRO/ARO, RM Staff)

- Yes
 No
 Do not know

Please provide details on what support is needed:

The SAORM and the Records Officer actively serve on numerous information governance committees and groups including, but not limited to the Board's Data Council, Executive Oversight Group for Information Technology, Investment Review Board, Business Technology Strategic Committee, Software Review Board, Cloud Governance Group, and Microsoft 365 Foundation Services Group.

4. Has your agency made progress towards managing all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)

- Yes
 No

Do not know

Please explain your response (include specific goals and example metrics):

The Board has met this goal.

5. Has your agency made progress towards managing all temporary records in an electronic format by December 31, 2022? (M-19-21, 1.3)

Yes

No

Do not know

Please explain your response (include specific goals and example metrics):

The Board continues to work towards this goal and current temporary records are managed in electronic format.

6. Is your agency investing resources in IT to support the transition to electronic recordkeeping?

Yes

No

Do not know

Please explain your response. If Yes: Please include specific examples of resources and how this will support records management processes. If No or Do not know: Please explain.

The Records Management Program partners with the Information Technology Division (IT) on many initiatives including, but not limited to, cloud governance; transitioning to Microsoft 365; incorporating recordkeeping functionality into information systems; preserving Board records in FIRMA, the Board's electronic recordkeeping system, and the Records Email Vault; migrating records from one system to another; and decommissioning systems, applications, and collaborations sites. In these and other recordkeeping initiatives, IT provides resources.

7. To meet the requirements of M-19-21, 1.3, related to records storage facilities, does your agency have plans to use commercial storage to replace agency-operated records centers and NARA Federal Records Centers by December 31, 2022? (M-19-21, 1.3)

Yes

No

Do not know

Please explain your response (include specific goals and example metrics):

Not applicable.

8. Does your agency have policies and procedures that include documentation to ensure records of newly appointed and outgoing senior officials* are properly captured and/or processed and not improperly removed, altered, or deleted including electronic records and email?

*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
 Do not know

Please explain your response (include specific details of policies and procedures):

All new employees at the Board receive records management training during orientation. New Governors receive a records management briefing as do their executive assistants. All departing staff are required to read the Board's policy for the removal of Board information by departing employees and affirm in writing that they have complied with the policy. Governors receive a records management briefing prior to their departure. The Board's Records Officer, in consultation with the Legal Division, must review and approve the removal of any Board information. The Records Officer also reviews requests to remove personal material.

At the Board, the division records liaisons contact the RMP when a senior official is preparing to retire or leave the Board so that a briefing and special assistance can be provided. RMP staff brief the outgoing official on his/her responsibilities and assist the outgoing official with the review of materials to identify which records to transfer to successors, nonrecords that may be destroyed, records eligible for destruction, and records to be transferred to the RMP for preservation. The RMP will also review any materials the official requests to take with him or her when departing to ensure it does not contain Board records or nonpublic Board information.

Email and Instant Messages of all Board staff are captured and preserved in the Records Email Vault, and cannot be removed, altered, or deleted. Correspondence is captured in the Board's correspondence system and copied to FIRMA, the Board's electronic recordkeeping system. Correspondence cannot be removed, altered, or deleted from either repository, except by authorized staff in accordance with the Board's records schedules. Other records of the Governors and senior officials are also captured in the FIRMA.

9. Do you, as the SAORM, see challenges within your agency in meeting the goal of fully-electronic recordkeeping?

- Yes
 No
 Do not know

Please explain your response (include details of specific challenges, if applicable):

10. Do you have suggestions for NARA to improve its engagement with you as the SAORM?

- Yes
- No
- Do not know

Please explain your response (include any comments on previous NARA SAORM engagements, topics for future engagements, or other suggestions):