



INTER-AMERICAN FOUNDATION
EMPOWERED COMMUNITIES, SUSTAINABLE RESULTS

MEMORANDUM

DATE: March 3, 2020

TO: The National Archives and Records Administration

FROM: Lesley Duncan
Chief Operating Officer
Inter-American Foundation

SUBJECT: Senior Agency Official for Records Management FY 2019
Annual Report

Attached please find the Inter-American Foundation's 2019 Records Management Annual Report, which complies with the *Managing Government Records Directive (M-12-18)* requirement that Senior Agency Officials for Records Management (SAORMs) provide an annual report to NARA.

The Inter-American Foundation (IAF) is an independent agency of the United States government whose mission is to promote grassroots development throughout Latin America and the Caribbean. To achieve this, the IAF responds to innovative ideas presented by the organized poor from Latin and South America aimed at improving their livelihoods. The IAF is one of the smallest federal government agencies, with 44 employees, all located in Washington DC. The agency out-sources many services, including budget, accounting, procurement, payroll and other human resource services. While we are cognizant of the importance of records management, there is no staff person solely designated to those efforts.

Please feel free to contact Kara Rogers, Management Analyst, at krogers@iaf.gov or 202-683-7182 if you have any questions.

Provide the following information (required):

- Name of SAORM: Lesley Duncan
- Position title: Chief Operating Officer
- Address: 1331 Pennsylvania Ave NW, Suite 1200 North, Washington DC 20004

- 1. What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately? Please also indicate any that are new or have been changed due to reorganization or other circumstances.**

Inter-American Foundation (IAF) – no subsidiary bureaus or components.

- 2. Is your agency managing all permanent electronic records in electronic format as of December 31, 2019? (M-19-21, 1.1)**

- Yes
 No

- 3. 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

- 4. Has your agency made progress towards managing all temporary records in electronic format? (M-19-21, 1.3)**

- Yes
 No

- 5. Have you, as the SAORM, taken steps to ensure that your records management program complies with the Federal Records Act and its regulations through strategic plans including performance goals, objectives and measures? (M-19-21, 1.4)**

- Yes
 No

The IAF has drafted an Information Resource Management Strategic Plan for 2017-2020. The Strategic Plan outlines the current IT environment, provides an overview of key issues, and a recommendation to address these key issues. The IAF has annual mandatory Records Management Training for All-Staff.

- 6. If applicable, have you identified all agency-operated records centers and made plans to either close them before 2022, or have you submitted a request to NARA for an exception? (M-19-21, 1.3)**

- Yes
 No

Not applicable to the Inter-American Foundation.

- 7. Does your agency have procedures that include documentation to ensure records of 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

The IAF has drafted an Information Resource Management Strategic Plan for 2017-2020. The Strategic Plan outlines the current IT environment, provides an overview of key issues, and a recommendation to address these key issues. The IAF has annual mandatory Records Management Training for All-Staff. The Office of Operations provides service to program offices: to respond to FOIA requests; manage records; and establish up-to-date relevant training, guidelines, and directives. As of March 2014, and implementation of Google email and Google Vault, email records, chats and files are maintained as per NARA guidelines.

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

- Yes
 No

- 9. Do you need support from NARA to ensure a successful transition to fully- electronic recordkeeping?**

- Yes
 No