

**NATIONAL CAPITAL PLANNING COMMISSION  
Senior Agency Official Records Management  
2021 Annual Report**

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- Name of SAORM: **Debra L. Dickson**
- Position title: **Director, Office of Administration**
- Address: **401 9<sup>th</sup> Street, Suite 500, 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?**

**National Capital Planning Commission**

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

- Yes  
 No  
 Do not know

**The National Capital Planning Commission's permanent and temporary records are now maintained electronically. During the pandemic, the NCPC was delayed in transferring the last remaining paper records to NARA. No specific changes to records management policies or practices were required.**

3. **Does your agency have an established information governance framework that connects records management, data management, and other agency information lines of business? (This includes a relationship between CIO, CDO, SAORM, DRO/ARO, RM Staff, Security, Privacy Officers and FOIA)**

- Yes  
 No  
 Do not know

**The NCPC is a micro-agency with a staff of 35 full time employees; as such, the agency has not implemented a formal information governance framework. However, given the size of the agency, records and data management are integrated into daily work and program operations.**

4. Will your agency meet the goal to manage and preserve all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)

Yes  
 No  
 Do not know

The NCPC has undergone a digitization project to scan and categorize any files that have met the criteria for a permanent record. By December 31, 2022, all permanent records will be managed in an electronic format.

5. Will your agency meet the goal to manage and preserve all temporary records in an electronic format by December 31, 2022? (M-19-21, 1.3)

Yes  
 No  
 Do not know

As noted previously, for several years now, the NCPC has undertaken a digitization project to scan and categorize any files that have met the criteria for a permanent record. By December 31, 2022, all temporary records will be managed in an electronic format.

6. Does your agency have plans to submit to NARA a request for an exception to the M-19-21 requirements before December 31, 2022?

Yes  
 No  
 Do not know

NCPC has undertaken a digitization project to scan and categorize any files that have met the criteria for a permanent record. By December 31, 2022, all permanent and temporary records will be managed in an electronic format.

7. Is your agency utilizing the General Services Administration's Special Item Number for Electronic Records Management ([518210 ERM](#)) 6 to procure solutions to assist in transitioning to an Electronic Environment?

Yes  
 No  
 Do not know

NCPC has had an electronic project management database in place that manages the agency's permanent records, as such, NCPC does not have a need to procure solutions to assist in transitioning to an Electronic Environment.

**8. Has your agency developed plans to meet the requirements of M-19-21, 1.3, to store temporary records in commercial storage facilities by December 31, 2022?\***

Yes

No

Do not know

**The NCPC does not have an agency-operated records centers and will not store records in any commercial storage facilities.**

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

Yes

No

Do not know

**At present, there are no foreseen challenges to meeting the goal of fully-electronic recordkeeping.**

**10. NARA is always working on ways we can make your role as the SAORM easier, improve how we interact with you and how you interact with each other. Do you have any suggestions?**

Yes

No

Do not know

**Currently, there are no suggestions for NARA to improve its engagement with the NCPC.**