



Senior Agency Official for Records Management 2019 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 13, 2020, with reports due back to NARA no later than March 13, 2020.

NARA plans to post your 2019 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 records management program developments towards the transition to electronic recordkeeping outlined in M-19-21 through December 31, 2019.
- 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 2019 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
Brett Bobley
- Position title
Chief Information Officer\
- Address
400 7th St SW, Washington, DC 20506

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.**

Please provide list: National Endowment for the Humanities

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

Yes
 No

Please explain your response: We have successfully implemented the Capstone email system (GRS 6.1) which is the vast majority of our electronic permanent records. Non-Capstone electronic records are stored electronically. We are currently developing policies and procedures for how to transfer to NARA.

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

Please explain your response (include specific goals and example metrics): We have identified a small amount of paper-based permanent records. We are going through them now and will send to NARA prior to your deadline. Once completed, we will only have electronic permanent records left.

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

Yes
 No

Please explain your response (include specific goals and example metrics): As a grantmaking agency, our largest IT system is our grants system. The majority of our temporary records are generated by that system. We have successfully implemented a new agency-wide policy on proper management of electronic records generated by that system, using the GRS as a guide. We are in the process of doing the same for our other two electronic systems. We are also working with agency staff on moving a handful of remaining paper-based temporary records to electronic format.

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

Please explain your response (include specific goals and example metrics): Most importantly, I was able to hire a full-time RMO during 2019. So we now have an individual whose job description focuses on records management and complying with the Federal Records Act. I have set goals for our RMO to move us toward full compliance.

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

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

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

Please explain your response (include specific details of procedures): Email records of such officials are captured via our approved Capstone system. Outgoing senior officials are also required to meet with the agency RMO in order to ensure any other records are captured prior to their departure.

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

Yes
 No

Please explain your response (include details of specific challenges, if applicable): There are certainly challenges, as we will need to develop some new electronic systems to capture certain temporary records now stored on paper. However, we have already overcome many such challenges and are making excellent progress.

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

Yes
 No

Please provide details on what support is needed: We would find it helpful for NARA to develop a GRS for Inspector General records.