

***Senior Agency Official for Records Management
2016 Annual Report***



The [OMB/NARA *Managing Government Records Directive \(M-12-18\)*](#) requires Senior Agency Officials for Records Management (SAORM) 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 January 9, 2017 and reports are due back to NARA no later than March 17, 2017.

NARA plans to post your 2016 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.

Instructions for Reporting

- This template covers progress through December 31, 2016.
- 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 PRMD@nara.gov. Include the words "SAORM annual report" 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.

NGA SAORM:

Position title:

Address:

Office telephone number:

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

This report covers National Geospatial-Intelligence Agency (NGA) and all offices within the Agency. The Director of Security and Installations is the designated NGA SAORM.

2. Did your agency and components meet the M-12-18, target goal 1.2 to manage all email records in an electronic format by December 31, 2016? (M-12-18, Goal 1.2 and OMB Circular A-130 5(h), 3(b), page 19)

✓ Yes

NGA is currently awaiting NARA Capstone Board approval of NA Form 1005; an implementation plan for email records management is currently in the development stage. The form was submitted to NARA on 3 November 2016, which met the suspense and target goal of 31 December 2016 two months early to manage all email records in electronic format. NGA is currently awaiting NARA approval to officially implement the Capstone approach and has met the OMB M-12-18 target goal. In addition, we are currently consulting with agency IT personnel to identify, verify, and validate requirements to implement new capabilities in our Outlook/Exchange system in order to implement Capstone objectives.

(Please note: Through a separate reporting request we will be asking your agency records officers to provide additional information regarding compliance with this target according to the email success criteria published by NARA in April 2016. [Criteria for Managing Email Records in Compliance with the Managing Government Records Directive \(M-12-18\)](#))

3. Did your agency and its components meet the M-12-18 target deadline to schedule all existing paper and non-electronic records by December 31, 2016? (M-12-18, Part I, Section 2.5)

✓ Yes

- NGA has only five records schedules for “hardcopy” records:
 - #NI-537-05-01 December 2006, covering film negatives
 - National Technical Means Hardcopy Imagery – item 702-01
 - Airborne Still Imagery – item 702-03
 - Ground Photography File Collection – item 702-06

- #NI-537-03-07 22 June 2007
 - Geographic Names Card Files – item 804-09
 - Geographic Names Area Classification/FIPS 10 files
- The remainder of our records control schedules are written in a media-neutral style.
- The retention and disposition instructions include an option for: “Recordkeeping copies (paper, negative, positives, and/or electronic).”
- NGA continually reviews its agency records schedule and updating then as needed.

4. Is your agency and its components making progress toward meeting the M-12-18 deadline to manage all permanent electronic records electronically? (M-12-18, Goal 1.1)

✓ Yes

NGA is establishing processes for the capture of PERMANENT records that are being created within our organizations. NGA is identifying additional systems requirements that will assist in the processing and preservation of those records held within IT systems. NGA is updating policies and instructions to ensure compliance throughout their lifecycle and training personnel on their records management responsibilities.

5. Has your agency developed plans or taken actions to evaluate and implement the digitization of permanent records created in hard copy or other analog formats (e.g., microfiche, microfilm, analog video, analog audio)? (M-12-18 Goal 1.1)

✓ No

NGA has not, at this time, developed plans or taken actions to evaluate or implement digitization of PERMANENT records that exist or are created in hardcopy. Steps have been taken to mitigate this issue, and NGA anticipates having an initial plan in FY18 and completing this action in FY19.

6. Have you, as the SAORM, taken steps to include records management as a key component of your agency’s information resources management strategy in accordance with the revised OMB Circular A-130, Managing Information as a Strategic Resource? (OMB A-130 5.h, page 19)

✓ Yes

NGA has assigned an Information Management Program Advisor to develop a mission-driven approach for an Information Management Program that adheres to executive and legislative policy. The Information Management Program Advisor will assess and examine current information management structures, processes, and policies to identify best practices and determine appropriate alignment of information management

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functions within NGA. After initial review and assessments, the Information Management Program Advisor will devise recommendations for improving records and information management functions to adhere to Intelligence Community, Department of Defense, and Federal regulations. In mid-spring, these findings and recommendations will be briefed to the Director of NGA for final decision and action.

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