

## *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](mailto: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.

Provide the following information (required):

Name of SAORM Mr, Prem Aburvasamy,

Position title Chief Information Officer, OCIO

Address 1015 Half Street SE, Washington, DC 20570

Office telephone number 202-273-3925

Email:

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

*NATIONAL LABOR RELATIONS BOARD*

- 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

No

If No, please list and explain which part of your agency or components did not meet the deadline?

*Every attempt was made to meet the M-12-18 Goal to manage the agencies permanent and temporary email requirement by 31 December 2016, however, as a result of the unexpected departure of the Records Officer and the Records Specialist in 2015 progress was delayed for approximately 8 months until the billets' were filled. The new Records Officer arrived in May 2016 and progress continued. The Agency plans implement "Capstone" using GRS 6.1 by 1 June 2017.*

(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  
 No

If No, please list which part of your agency or components did not and why?

*Due to the Records Officer vacancy, the agency was unable to meet the December 2016 deadline, however, the new Records Officer with cooperation from the Associated General Counsel have Identified the Agencies Special Litigation Records as a category of records that are currently not scheduled. The Records Officer has been directed to work with the Archivist assigned to NLRB to schedule the aforementioned records immediately.*

**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  
 No

**If Yes, please describe this progress.** *In October 2012, the National Labor Relations Implemented the NxGen system for all Unfair Labor Practice and Representation Official Case Files to include all case related documentation. The implementation of NxGen scheduled 23 different categories of records, to include 4 permanent disposition items and 19 temporary disposition items, all case related which thereby eliminated the future requirement to keep hard copy case related information.*

If No, please list which part of your agency or components did not and why?

**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)**

- Yes  
 No

Please describe your specific plans or actions.

*The NxGen system digitized all case related documents.*

**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

No

If Yes, please describe what steps have been taken.

*In accordance with OMB A-130 5.h, page 19, NLRB has established a cultivating relationship across the enterprise to enhance the records management program by establishing a network of employees within the Headquarters and Regions to serve as Records Liaison's in efforts to disseminate information related to the disposition of agency records (both permanent and temporary) , participate in records transfers to local federal records centers and implement new records management procedures and business practices. The Records Officer is engaged with NLRB Program Managers with identifying unscheduled records and involved in the design and implementation of new information and records systems. Partnerships are being established with those Agency Officials holding cooperate and historical knowledge to identify potential historical permanent records. The agency assigned NARA Archivist is actively and continuously being sought out to help with NLRB's efforts to utilized agency records as an information resource.*