

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.

Provide the following information (required):

- Name of SAORM:
- Position title:
- Address:

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

National Reconnaissance Office (NRO)

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?

Currently all email is managed in place but is not automatically dispositioned according to the approved Records Control Schedule. An NRO policy was coordinated across the organization and approved at the end of 2016 to adopt a Capstone approach to email applying GRS 6.1. An NA Form 1005 has been drafted and will be submitted to NARA.

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?

NRO's focus this year continues to be working with NARA on the approval of a complete rewrite of the NRO's Records Control Schedules. One series of records has been identified as unscheduled. This series has been reported to NARA and a schedule has been drafted for submission.

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.

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

The records management staff continues to work with offices to transition recordkeeping processes from paper to electronic. Additional processes have been established to ingest permanent electronic records into a recordkeeping system managed by the records management staff. Steps were also taken to ensure that the recordkeeping system will be able to accept the increased volume of records.

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.

NRO has acquired equipment to digitize a number of analog formats. Digitization has started for the most at risk formats. Additional equipment is being acquired to capture and manage additional formats.

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.

As the Chief Information Officer (CIO) and Director of the Communications Systems Directorate (COMM) I direct the records management program for NRO and I am responsible for implementing the revised OMB Circular A-130. NRO has an established

records management program across the organization. As described above we are working to manage all permanent electronic records electronically as well as manage all email. NRO continues to work with NARA to ensure that all NRO records are covered by and managed in accordance with an approved records control schedules. COMM establishes policy and provides training and guidance to all NRO stall and contractors regarding their records management responsibilities.