

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
- Office telephone number

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

Please list below

National Security Agency/Central Security Service

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)

- X Yes
 No

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

(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)

- X Yes
 No

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

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)

X Yes

No

If Yes, please describe this progress.

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

- NSA/CSS has been working over the past several years to preserve permanent, born digital, records in our electronic records management system.
 - Continuously improving the transfer of records from the systems which created permanent records to the electronic records management system through automated mechanisms.
 - Preservation of temporary and permanent email, permanent positions are preserved at the end of their position.
- In addition, NSA/CSS is actively:
 - Identifying temporary and permanent records residing in all systems throughout the NSA/CSS enterprise.
 - Teaming with the Intelligence Community to develop electronic records management metadata standards.
 - Performing periodic review and updates to Records Management training courses.

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)

X Yes

No

Please describe your specific plans or actions.

- NSA/CSS investigated cost of scanning permanent records in 2014, determining the effort is cost prohibitive.

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)

X Yes

No

If Yes, please describe what steps have been taken.

- NSA/CSS has the policies and processes in place mandating RM requirements across the enterprise for all records, all formats. This policy is currently being updated to clarify and strengthen the Chief Information Officer and IT Capabilities Director's roles and responsibilities in developing systems and resources to improve managing electronic records. NSA/CSS is also moving towards improved records identification and automation by:
 - Currently have and continue to support, funding the Agency's electronic records management system and ensure inactive long-term temporary and permanent electronic records are properly managed. Disposition rules are applied automatically upon ingest and automated alerts are generated when disposition requirements are reached.
 - Expanding current electronic records management system to include modules for conducting declassification review, Archival processing, and FOIA case management.
 - Inserting records disposition into the Agency's Source System of Record for IT system registration.
 - Documenting and receiving approval for the Agency wide automation of email management (currently a manually intensive process)
 - Directing IT support to back-up all email systems for a minimum of seven years.
 - Increasing the size of our DRO/RMO workforce to better handle records across the enterprise.
 - Leveraging DROs and RMOs to ensure organizational electronic records are identified in file plans and records management principles are followed to manage shared drives and SharePoint sites.

NSA/CSS Recommendation: The timely development of a NARA criteria defining success for 2019 would allow Agencies to focus more accurately on which RM efforts to pursue.