



Senior Agency Official for Records Management FY 2015 Annual Report

The *Managing Government Records Directive (M-12-18)* requires Senior Agency Officials (SAOs) for Records Management 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 November 16, 2015, and reports are due back to NARA no later than COB January 29, 2016.

Please note that NARA will post a version of your 2015 SAO report on the NARA website. This action is in the interest of transparency in Government and to promote collaboration and communication among agencies. Please let us know whether there is a specific justification as to why your report cannot be publicly shared (in whole or in part).

Instructions for Reporting

- This template covers progress through fiscal year (FY) 2015.
- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.
- Please complete the eight questions/items on the following pages and send the report to prmd@nara.gov. Include the words “SAO annual report” and your agency’s 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 SAO: Lauren Wright

Position title: Assistant Director for Management and Operations

Address: 1800 G St., NW Washington, DC 20006

Office telephone number: 202-395-3970

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

Office of Management and Budget (OMB)

2. Is your agency going to meet the *Directive* goal to manage all email records in an accessible electronic format by December 31, 2016? (*Directive Goal 1.2*)

X Yes No

2a) Provide a list of actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your progress regarding:

Email for all EOP components is managed at the enterprise level by the Office of Administration, Executive Office of the President. EOP currently meets the Directive's goal of managing email in an accessible electronic format. EOP has established formal policies regarding email use and retention and has automated the email capture process. At the moment, the EOP has decided not to adopt the capstone approach.

2b) Provide a list of the actions your agency, components, or bureaus plan to take in 2016 to meet this goal.

No action is required as EOP currently meets the Directive's goal.

3. Has your agency taken actions to implement the 2014 amendments to the *Federal Records Act* requiring Federal employees to copy or forward electronic messages (including email, texts, chats, and instant messaging) that are federal records from their non-official accounts to official accounts within 20 days?

X Yes No

OMB does not knowingly have non-official accounts.

4. Describe your agency's internal controls for managing electronic messages (including email, texts, chats, and instant messaging) of the agency head and other executives (including appropriate advisers, and other senior management staff).

All emails to and from an EOP email address are captured and archived.

As of 2015, OMB has implemented instant messaging. All instant messages are captured and archived for disposition to NARA.

5. Is your agency going to meet the *Directive* goal to submit records schedules to NARA for all existing paper and other non-electronic records by December 31, 2016? (*Directive Goal 2.5*)

X Yes No

5a) Provide a list of the actions your agency, components, or bureaus have taken

OMB has submitted records schedules to NARA for all of its components. The records schedules have not been updated since 1970.

5b) Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal.

OMB has submitted records schedules to NARA for all of its components. The records schedules have not been updated since 1970.

6. Is your agency going to meet the *Directive* goal to manage all permanent electronic records in an electronic format by December 31, 2019? (*Directive Goal 1.1*)

X Yes No

6a) Provide a list of the actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your progress regarding:

The Office of Administration, Executive Office of the President, is responsible for managing user-generated electronic records on the EOP network. Each component's electronically stored information is captured, retained, and backed up.

6b) Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal.

No action is required as EOP currently meets the Directive's goal.

7. Please provide any insight to your agency's efforts to implement the *Managing Government Records Directive* and the transition to a digital government.

On March 19, 2015, President Barack H. Obama signed the Presidential Memorandum entitled Establishing the Director of White House Information Technology and the Executive Committee for Presidential Information Technology to promote the effective use of electronic information resources and information systems for the Executive Office of the President. Accordingly, the Director is coordinating the EOP's effort to transition to a digital government.

8. With regard to records management, is your agency preparing for the upcoming change in Presidential administration?

X Yes No

- 8a) Provide a list of the actions your agency, components, or bureaus have taken to ensure records of departing senior officials will be appropriately managed during the upcoming change in Presidential administration.

Departing Presidential Appointees meet with General Counsel as part of the personnel checkout process. During that meeting, Appointees are counseled on their records management responsibilities. Additionally, the Records Officer meets with the Confidential Assistants (CA) and Appointees (if available) to review the officials files 30 days prior to departure. The Records Officer works with the CA's to box and label any paper records that need to be retired. Electronic records are placed on a disc and kept in a secure location until their disposition has expired or they can be transferred to NARA.

- 8b) Provide a list of the actions your agency, components, or bureaus plan to take in the future to ensure records of departing senior officials will be appropriately managed during the upcoming change in Presidential administration, including ensuring that federal records are not improperly removed from the agency.

Departing Presidential Appointees will meet with General Counsel as part of the personnel checkout process. During that meeting, Appointees will be counseled on their records management responsibilities. Additionally, the Records Officer will meet with the Confidential Assistants (CA) and Appointees (if available) to review the officials files 30 days prior to departure.

The Records Officer will also work with the CA's to box and label any paper records that will be retired.

Electronic records are placed on a disc and kept in a secure location until their disposition has expired or they can be transferred to NARA.