

## 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.

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

*Special Inspector General for Afghanistan Reconstruction (SIGAR).*

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

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 1, Section 2.5)**

- Yes  
 No

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

*N/A – all our permanent electronic records are already managed electronically; deadline has already been met.*

5. **Has your agency developed plans or taken actions to evaluate and implement the digitization or 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

*All records we create in hard copy format are converted into electronic format. All permanent records are retained electronically.*

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

*In accordance with OMB Circular A-130, SIGAR:*

1. *Designated a senior agency official for records management;*
2. *Institutes records management programs to provide documentation of agency activities;*
3. *Manages electronic records in accordance with government-wide requirements;*
4. *Ensures the ability to access, retrieve, and manage records throughout their life cycle;*
5. *Ensures agency records managed by the SAORM are treated as information resources;*
6. *Establishes and obtains approval for retention schedules in a timely fashion;*
7. *Ensures the proper and timely disposition of Federal records;*
8. *Provides records management training/guidance to all agency employees and contractors.*