

**Selective Service System
Senior Agency Official for Records Management
FY 2015 Annual Report**

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

The Selective Service System (SSS) is covered by this report. I am the Associate Director for Public and Intergovernmental Affairs, in addition to the Senior Agency Official.

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*)

Yes

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

- *establishing formally approved email policies; In planning phase with IT staff.*
- *use of any automated systems for capturing email; Contract let and in planning phase with IT staff.*
- *providing access / retrievability of your email; In planning phase with IT staff.*
- *establishing disposition practices for agency email (either destroy in agency or transfer to NARA); Will work with IT and contractor to develop and finalize once Capstone approach is near completion.*
- *possible implementation of the Capstone approach for applicable agency email; In planning phase with IT staff.*

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

It is our intention and plan on meeting the goal of managing both permanent and temporary email records in an accessible electronic format by December 31, 2016, barring any unforeseen budget reductions or technology difficulties.

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?

The Agency does not use texts, chats and instant messaging. Employees are only permitted to use their official federal email for official business.

Please provide a brief description of the actions taken, such as establishing policies and providing training.

Agency does not use or allow the use of texts, chats or instant messaging. Employees may use only their SSS email for official government business.

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).

Employees only have one agency-administered email account. Texts, chats, and instant messaging are not used or allowed.

Does your agency allow the use of personal email accounts to conduct official business? (36 CFR 1236.22(b))

No

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*)

Yes, barring any unforeseen technical issues or budgetary shortfalls.

5a) *Provide a list of the actions your agency, components, or bureaus have taken to meet this goal.*

Working with IT staff to develop Capstone approach. Contractor has been selected and in technical discussions with IT staff.

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

Develop and finalize Capstone approach with IT and contractor by due date.

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*)

Yes, the agency's goal is to manage all permanent electronic records in electronic format by December 31, 2019. However, agency currently has no permanent records.

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:*

- *establishing formally approved electronic records policies,*
- *use of any automated systems for capturing electronic records,*
- *providing access / retrievability of your electronic records, and*
- *establishing disposition practices for agency electronic records.*

Plans, policies and procedures will be finalized once the capstone approach is in place. We are working with IT staff to meet this goal.

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

Once Capstone approach is in place, collateral duty staff will be working with IT to establish actions needed to accomplish goal, provided funding is available and barring any unforeseen technical issues.

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

NARA can provide on-site support to achieve these goals. The agency has two collateral duty staff and funding. No increase or expansions of resources are anticipated.

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

Yes

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.*

The Agency has an exit checklist to be completed prior to each employee's departing the agency. Employee and supervisor must certify that records pertaining to the development of SSS policies and programs are not removed or destroyed. These records include correspondence, briefings, issue papers and reports that address SSS policies and programs. All emails that are official records must be properly retained.

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.*

Maintain existing exit checklist for out processing procedures.