Permanent (delivered to NARA 10/13/2011 —

approved on 05/26/2015)
75 Years (delivered to NARA on 08/08/2012

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approved on 01/19/2017)
30 Years (delivered to NARA on 10/03/2012

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but not yet approved)
10 Years (delivered to NARA on 04/29/2014 —

but not yet approved)
5‘ Years (delivered to NARA on 09/04/2014 ——

but not yet approved)

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)

V Yes
[3 No

If Yes, please describe this progress.

To meet the OMB/NARA Directive, M~12-18: Managing Government Records, the CIA
continues to:
0 Implement a NARA-approved media neutral records control schedule for
permanent records into business processes.
0 Conduct o■ice inventories to identify and map permanent records to the
Agency ’s media neutral records control schedule.
0 Apply the Information ManagementApproval (IMA) certification process] to
new or enhanced Agency information systems to ensure compliance with
recordkeeping and legal requirements.
0 Prioritize the management of permanent electronic records “in place" as part
of Next Generation Information Management (NGIM), a CIA program
focused on projects and services for digital information management.

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Invest in its information management cadre, via formal and informal training,
to ensure they have the technical expertise to advise employees on the proper
management of electronic records.

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

5. Has your agency developed plans or taken actions to evaluate and
implement the digitization of permanent records created in hard copy or

‘ Information Management Approval certi■cation is a process to ensure Agency systems incorporate electronic recordkeeping requirements to maintain records integrity. authenticity. readability. and preservation.

Senior Agency Official for Records Management 2016 Annual Report