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)

[:IYes
X No

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

All USDA agencies have meet with requirement with the exception of AMS and RD.

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AMS is currently working with NARA on scheduling records associated with the
Science and Technology, Plant Variety Protection Program.

0 RD submitted records retention schedules for Rural Development Multi-Family
Housing and the Rural Utilities Water Program Via NARA’s Electronic Records
Archives and waiting NARA approval.

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

[I No

If yes, please describe this progress.

USDA records management directive has been revised to emphasize that records
management requirements must be considered during the business process design,
enterprise architecture, and system development processes. Records management has
been integrated into the information technology (IT) governance process to ensure that
the capture, retrieval, and retention of permanent records are incorporated into the design
and development of electronic information systems.

USDA is in the process of identifying a possible enterprise-wide solution to manage
permanent electronic records by December 31, 2019. USDA will continue working with
stakeholders to develop functional requirements for a

cost-effective enterprise solution

and provide recommendations on associated pilot programs.

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AMS, NASS and RMA have deployed an electronic records management system,
SharePoint to capture and manage their permanent electronic records. SharePoint
ensures records are preserved until the end of their retention period. The system uses
native ■le formats for our Microsoft Of■ce documents, and.pdf with OCR for
scanned documents.

Senior Agency Of■cial for Records Management 2016 Annual Report