approach and process for document conversion initiatives. Answering the questions
in the document will be the basis for a

requirements document required to contract
out a

scanning operation. It will also ensure sensitive information is safeguarded,
valuable data/documentation is captured, FNS Agency retention requirements are
followed, and technology resources are used with ef■ciency.

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F S conducted an inventory of hardcopy records in 2013. F S is in the process of
re■ning their records schedule as part of forthcoming electronic records management
system. As part of the implementation strategy, F S has considered the scope of
digitization of existing hardcopy records and will include guidance in Agency
direction.

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)

X Yes

[I No

If Yes, please describe what steps have been taken.

USDA has designed and con■rmed a

senior agency

of■cial for records management each
■scal year in accordance with NARA rules and regulations. The Of■ce of the Secretary
ensures all records are managed throughout their lifecycle and works with NARA to
ensure all records schedules adhere to NARA guidelines and obtain the approval of the
Archivist of the United States. Records manager and liaisons ensure records guidelines
are instituted throughout the Department by providing guidance to all employees and
contractors. USDA’s Of■ce of the Secretary is working diligent toward towards the 2019
deadline.

USDA’s Records Management Program continues to lead the department-wide effort to
comply with the detailed requirements of the National Archives and Records
Administration’ and the requirements of the Of■ce of Management’s Circular A-130.

USDA has a mature records management program to comply with the Presidential
Directive on Managing Government Records. Records management is included in the
Of■ce of the Chief Information Of■cer’s strategy plan, the desired results to enable the
Department’s transition to 100% permanent electronic records by 2019.

USDA has incorporated electronic records management requirements into the IG process,
for capital planning, enterprise architecture, business process design and the system
development lifecycle for internal controls to ensure the reliability, authenticity, integrity,
and usability of agency electronic records maintained in electronic information
systems. The IG process requires agency records of■cers’ involvement in the planning
and'development stages of new information technology systems. Through this

Senior Agency Of■cial for Records Management 2016 Annual Report