

## *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.

Provide the following information (required):

- Name of SAORM **Kirit Amin**
- Position title **Chief Information Officer**
- Address **500 E Street SW Suite 412 Washington, DC 20436**
- Office telephone number **202-205-3065**
- Email

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

*Please list below*

**U.S. International Trade Commission**

**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

If No, please list and explain which part of your agency or components did not meet the deadline?

(Please note: Through a separate reporting request we will be asking your agency records officers to provide additional information regarding compliance with this target according to the email success criteria published by NARA in April 2016. [Criteria for Managing Email Records in Compliance with the Managing Government Records Directive \(M-12-18\)](#))

**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)**

Yes

No

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)**

Yes

No

If Yes, please describe this progress.

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

- **Revised records disposition schedule for permanent records to make them media-neutral (current records disposition schedules are paper-based)**
- **Provided guidance in the agency records management handbook on how to manage and maintain records electronically**
- **Digitizing hard copy permanent records and making the electronic copy the recordkeeping copy**
- **Initial transfer of electronic permanent records to the National Archives completed using ERA in FY 2016; more electronic permanent records to be accessioned to the National Archives in the future**

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

Please describe your specific plans or actions.

**USITC is currently digitizing hard copy permanent records and making the electronic copy the recordkeeping copy. When the proposed records disposition schedules are approved by NARA, the electronic copies can be pre-accessioned to the National Archives and eventually, accessioned after the appropriate retention period.**

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

If Yes, please describe what steps have been taken.

- **Updated existing records disposition schedules to make them media-neutral as well as include new records created by the agency**
- **The updated records disposition schedules also revised the proposed retention of certain agency records to make them more in line with current and future agency activities**
- **Implemented Capstone to manage agency email records**
- **Revised existing agency directive on the records management program to make it more in line with current and future agency activities**
- **Created and released a records management handbook used by the agency**
- **Provided guidance in the agency records management handbook on how to manage and maintain records electronically**
- **Digitizing current hard copies of permanent records with the intent of categorizing the electronic copy as the recordkeeping copy**
- **Sharing records management guidance from NARA with agency personnel using the agency Intranet site, SharePoint site, or via email**
- **Providing more guidance to agency personnel on the disposition of hardcopy records and nonrecord materials**