

***Treasury Senior Agency Official for Records Management  
2017 Annual Report***

Provide the following information (required):

- Name of SAO Official: Kody Kinsley
- Position title: Assistant Secretary for Management
- Address: Department of the Treasury  
1500 Pennsylvania Avenue, NW, Washington, DC 20220
- Office telephone number: (202) 622-0410

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

United States Mint

2. **Is your agency and its components making progress towards managing all permanent electronic records in electronic format by December 31, 2019? (M-12-18, Goal 1.1)**

Yes

No

*Please explain your response:*

All permanent electronic records and being managed in an electronic format at the Mint.

3. **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 explain your response and include any obstacles you are facing in planning or implementing digitization initiatives.*

The Mint is in the process of digitizing permanent hard copy records.

4. **OMB M-17-22 required agencies to create reform plans that may result in re-organizations and the elimination of offices and/or functions. Where necessary, has your agency taken steps to ensure that recordkeeping requirements and other records management needs have been or will be accounted for and implemented when making these changes?**

Yes

No

*Please explain your response:*

When re-organization happens in the Mint, the Records Officer ensures that file plans are created to reflect these changes.

5. **Have you, as the SAORM, taken steps to ensure that your records management program has the strategic direction, support and resources it needs to be successful?** (See: NARA Bulletin 2017-02: Guidance on Senior Agency Officials for Records Management <https://www.archives.gov/records-mgmt/bulletins/2017/2017-02.html>)

Yes

No

*Please explain your response:*

The Mint Records Officer for the agency work with the Executive Secretariat to ensure the records management program has the strategic direction, support and resources it needs to be successful

6. **Have you, as the SAORM, ensured that all incoming and outgoing senior officials\* receive briefings on their records management responsibilities including documenting their public service, use of personal email, and other recordkeeping requirements.**

\*Senior officials are the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.

Yes

No

*Please explain your response:*

Briefing are done with all incoming and outgoing senior officials.

7. **Is the records management program and related requirements included in your agency's Information Resource Management Plan or an equivalent information management plan? ([OMB Circular A-130, Managing Information as a Strategic Resource](#))?**

Yes

No

Please explain your response:

Records and Information Management incorporated in the Mint strategic plan.

8. **What policies, guidance or support do you need from NARA to ensure a successful transition to fully electronic recordkeeping? (NARA Strategic Plan. Goal 2.4)**

Currently, the Mint does not need policies, guidance or support do you need from NARA.