

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. 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: Fred L. Ames
- Position title: Assistant U.S. Trade Representative for Administration
- Address: 1724 F Street NW, Washington, DC 20508
- Office telephone number: 202-395-5799
- Email:

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

Office of the United States Trade Representative (USTR), Executive Office of the President (EOP)

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, records schedule approved 01-07-2017. All EOP emails have been managed electronically since 2009.

(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)

No. We are close; completely new records schedules for USTR were submitted before the target deadline. Completed agency appraisal visit in December. Currently working to provide additional information requested by NARA about a few of the proposed item series before the appraisal can be complete.

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. Under the guidance and direction of White House Information Governance, Office of Administration, Executive Office of the President (EOP), we are participating in developing an EOP-wide electronic records management construct. This is necessary as the Office of

Administration is responsible for maintaining electronic records management for all EOP components.

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)

No. USTR is not creating permanent records in hard copy nor analog formats.

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. White House Information Governance, Office of Administration, EOP, along with the EOP components are working to implement information resources management strategy, along with best practices, across the Presidential Information Technology Community. USTR maintains robust information accessible web-based resources (more than 20,000 documents) for the public to access both current and historic trade-related information, including the texts of trade agreements, initiatives, issues, and press releases with archives dating back to 2001.