

Managing Government Records Directive

Meeting of Senior Agency Officials

Office of the Chief Records Officer
National Archives and Records Administration

November 28, 2012

Agenda

- Welcome and Overview
- Archivist of the United States
- Background on the *Presidential Memorandum* and the *Managing Government Records Directive*
- Review of next steps and SAO responsibilities
- Q&A

**Paul M. Wester, Jr.,
Chief Records Officer for the U.S.
Government**

Opening Remarks

David S. Ferriero, Archivist of the United States

**C. Preston Huff,
Project Management Office (PMO)
Office of the Chief Records Officer**

**The Managing Government
Records Directive and SAO
Responsibilities**

Presidential Memorandum

- President Barack Obama signed the Memorandum on November 28, 2011 and said:

“The current federal records management system is based on an outdated approach involving paper and filing cabinets. Today’s action will move the process into the digital age so the American public can have access to clear and accurate information about the decisions and actions of the Federal Government”

Presidential Directive (OMB/NARA M-12-18)

August 24, 2012

- Goal #1: Require electronic recordkeeping to ensure transparency, efficiency, and accountability
- Goal #2: Demonstrate compliance with Federal records management statutes and regulations

Goal 1: Electronic Recordkeeping

- By 2019, agencies manage all permanent electronic records in electronic formats
- By 2016, agencies manage permanent and temporary email in accessible, electronic format

Goal 2: Compliance

- Agencies must designate Senior Agency Official (SAO) to work with Agency Records Officer (ARO) to ensure compliance
- SAOs/AROs work to identify legacy permanent records and schedule records
- AROs must obtain NARA Certificate of Federal Records Management Training
- Agencies establish RM training for staff

2012 Major Action Items

- By November 15, 2012, agencies must designate a Senior Agency Official (2.1)
- By December 31, 2012, the Archivist of the United States will convene the first of periodic meetings of all SAOs to discuss progress in implementation of this Directive (B1 Part 1)

2012 Major Action Items

- By December 31, 2012, NARA will complete a review of all of its records management reporting requirements and produce a report template for a single annual report that each SAO will send to the Chief Records Officer (B1 Part 2)

2013 Major Action Items

- By December 31, 2013, SAOs/AROs work to identify legacy permanent records and unscheduled records (2.2 and 2.5)
- By December 31, 2013, OPM will establish a formal records management occupational series to elevate records management roles, responsibilities, and skill sets for agency records officers and other records professionals (B3)

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Chief Records Officer for the U.S.
Government**

Where do we go from here?

Who are Senior Agency Officials?

- The Directive requires all Executive branch departments and agencies and independent agencies to designate a SAO
- Assistant Secretary level or equivalent
- Departments and their agencies should coordinate the selection of the SAO(s) and report the designations to NARA

What are SAO Responsibilities?

- Direct responsibility for ensuring agency efficiently and appropriately complies with all applicable records management statutes, regulations, NARA policy, and Directive requirements
- Must be located within the organization so as to make adjustments to agency practices, personnel, and funding as may be necessary to ensure compliance and support the business needs of the agency

What are SAO Responsibilities?

- SAOs and Agency Records Officers have different responsibilities to ensure the agency's full compliance with records management statutes and regulations

What should SAOs expect?

- Partner with NARA to make sure agency records programs meet the Directive goals
- Ensure agency records programs are well-managed and fully-supported to meet agency business needs
- Champion records management within agency and across the Federal government

Q&A

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Thank you

- Updates on our progress can be found on the *Records Express* blog at <http://blogs.archives.gov/records-express/>