



NARA Mail - AC Look Ahead Report - 04.21.pdf

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Please let me know if you have comments, concerns, or questions.

Thanks, Paul

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Office of the Chief Records Officer for the U.S. Government (AC)
Bi-Weekly Look-Ahead Report
Tuesday, April 21, 2015

State Department Records Alienation Case

Last Friday AC visited the State Department and evaluated their process for reviewing personal emails in the materials that former Secretary of State Clinton returned to State. At the request of State per 44 U.S.C. 3301(B), AC is developing a protocol for conducting a NARA review of the personal emails so as to assist State's FOIA review. AC and NGC expect to meet with senior State records and information management, and legal advisor later in the week to discuss the alienation case itself and NARA's initial views of State's response. AC and NGC continue to respond to FOIAs and other requests for information from the press and members of the public interested in this issue.

GAO Audit of Managing Government Records Directive

Last Thursday, GAO sent NARA the draft report of their year-long audit on the *Managing Government Record Directive* (M-12-18). AC managers did a quick review. Our first impression was that the report reads like a checklist of Directive action items – were they completed or not? The answer is usually yes or yes-for-most-agencies. Only two of the ten recommendations are directed towards NARA. GAO recommends that the Archivist issue metadata guidance for electronic records and work with partners to identify records management tools. The other recommendations are directed towards OPM, GSA, Transportation, Veterans Affairs, and the National Science Foundation. We are concerned about the lack of direction or recommendations regarding the designation of Senior Agency Officials, so we will likely suggest changes in this area. Comments are due back to GAO on May 1. AC staff are reviewing the report in-depth and preparing a draft response.

IRS Inspection

AC staff completed the data gathering part of the inspection of the Internal Revenue Service (IRS) records management program. They have completed an initial draft the inspection report that is currently undergoing AC review and will be reviewed by the IRS from April 27-May 8. The oversight team will then incorporate any required edits and prepare the report of internal senior NARA review and OMB review from May 13-24. The final report is due to Congress by June 10. AC plans to have the report ready no later than June 1.

AC Reorganization

On April 15, AC received a green light from the Archivist and the Management Team to explore a re-organization. AC will meet with Human Capital representatives for a kick-off meeting on April 30. If the re-organization is approved, AC expects to implement it on October 1.