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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: ████████████
- Position title: ██████████████████
- Address: ████████████████████████████
- Office telephone number: ████████████
- Email: (withheld)

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

   Please list below

   The Office of the Director of National Intelligence (ODNI) and all its subordinate offices and elements.

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?

   The ODNI captures and manages all email records electronically in accordance with applicable records management requirements, including the capability to identify, retrieve, and retain the records for as long as they are needed. Current business practices are to retain email records indefinitely until a disposition is approved in accordance with applicable email record schedules.

   In December 2016, ODNI submitted to NARA a *Form 1005* (Verification for Implementing GRS 6.1: Email Managed under a Capstone Approach) for Capstone submission. The ODNI is proposing to use GRS 6.1 Items 010 (Emails of Capstone Officials) and Item 011 (Emails of Non-Capstone Officials).

   (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?

Throughout 2008 to 2015, ODNI submitted 31 media-neutral flexible records control schedules (RCS) to NARA. To date, NARA approved 29 of the 31 schedules. The remaining two schedules have since been withdrawn due to ODNI preparing to submit a consolidated records control schedule, which will incorporate the two and rescind the 29 approved schedules, resulting in one ODNI RCS.

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?

To meet the OMB/NARA directive, M-12-18, Goal 1.1: Managing Government Records, ODNI has:
- Established ODNI's first Records Management Guide that includes tools for managing records and also includes a "File Plan" to assist offices with their electronic records in accordance with current ODNI records dispositions authorities.
- Coordinated with NARA on consolidating all ODNI RCSs into one consolidated RCS.
- Participated actively in a Federal Records Council Working Group tasked with developing a strategy for federal agencies to meet the M-12-18 goal of managing all records electronically by 2019.
- Chaired an active, monthly Records Management Sub-Committee for the IC to discuss current records management issues and challenges toward this goal.

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.

The ODNI Records Management (RM) office is currently participating in a working group to identify and eliminate the hardcopy accessioning of certain, significant paper collections. ODNI RM is working closely to implement digital solutions by the end of 2017 instead of relying on paper for their recordkeeping needs.

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.

Proposed Steps:
- Obtained additional staff to oversee Desktop Environment records issues, general records oversight & compliance, and Vital Records policy.
- Established internal controls to monitor the implementation of records management policies and procedures to transfer permanent records to NARA.
- Developed an auditing checklist to provide informal feedback and recurring "state of records" assessments to ODNI directorates.
- Establish formalized records management training for all ODNI personnel to meet federal law and regulations.