

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: Marna A. McDermott
- Position title: Acting General Counsel, Council on Environmental Quality
- Address: 730 Jackson Pl NW, Washington, D.C., 20506
- Office telephone number: 202-456-3802
- Email:

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

Council on Environmental Quality (CEQ), 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. All CEQ emails have been managed electronically at the enterprise level by the Office of Administration (OA), EOP since 2009.

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. CEQ submitted a schedule applicable to all existing paper and non-electronic records prior to December 31, 2016. This schedule was approved by NARA in February 2017.

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 the White House Information Governance, Office of Administration, Executive Office of the President, CEQ is working with the Office of Administration 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)

Yes. CEQ is planning to transition its hardcopy documents to electronic records through optical character recognition (OCR) digitization.

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. CEQ is working with the White House Information Governance, Office of Administration, EOP, along with the EOP components, to implement information resources management strategy, along with best practices, across the Presidential Information Technology Community.

CEQ is in compliance with all strategic directives promulgated in OMB A-130 5.h.