



**Senior Agency Official for Records Management
Annual Report - FY 2019**

Provide the following information (required):

- Name of SAORM: Alan F. Boehm
- Position title: Executive Director
- Address: 1717 H Street, NW, Suite 825, Washington DC 2006

- 1. What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately? Please also indicate any that are new or have been changed due to reorganization or other circumstances.**

The Council of the Inspectors General on Integrity and Efficiency (CIGIE). There has been no change.

- 2. Is your agency managing all permanent electronic records in electronic format as of December 31, 2019? (M-19-21, 1.1)**

- Yes
 No

Please explain your response: **CIGIE is making strides towards reviewing all records, electronic records included, to assess what general records schedules are applicable to various records CIGIE maintains and what additional records require a CIGIE-specific schedule. All permanent electronic records are maintained in electronic format via the CIGIE IT personnel. On 09/25/2020, CIGIE received a NARA approved Request for Records Disposition Authority, Records Schedule Number DAA-0597-2019-0002, for its most sensitive documents.**

- 3. Has your agency made progress towards managing all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)**

- Yes
 No

Please explain your response and include any obstacles you are facing in planning or implementing digitization initiatives. CIGIE now has a Chief Information Officer (CIO) and with the expertise of our CIO we are working towards assessing various tools to determine the most efficient method(s) to digitize its permanent records.

4. Has your agency made progress towards managing all temporary records in electronic format? (M-19-21, 1.3)

Yes

No

Please explain your response: Not applicable. CIGIE was granted an exemption by OMB from the requirements of OMB M-17-22.

5. Have you, as the SAORM, taken steps to ensure that your records management program complies with the Federal Records Act and its regulations through strategic plans including performance goals, objectives and measures? (M-19-21, 1.4)

Yes

No

Please explain your response: As the SAORM, I have designated the resources necessary to ensure we develop and implement an effective records management program. As mentioned earlier, the CIO will assist in leading this effort in coordination with other responsible staff.

6. If applicable, have you identified all agency-operated records centers and made plans to either close them before 2022, or have you submitted a request to NARA for an exception? (M-19-21, 1.3)

Yes

No

Please explain your response: This does not apply. We have no agency-operated records center.

7. Does your agency have procedures that include documentation to ensure records of outgoing senior officials* are properly captured and/or processed and not improperly removed, altered, or deleted including electronic records and email?

**Senior officials are the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative*

assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.

Yes

No

Please explain your response: **This is a small agency with a small staff. There are only two senior positions with a low turn-over rate. As a matter of practice, all documents are captured by the IT staff.**

8. Do you, as the SAORM, see challenges within your agency in meeting the goal of fully-electronic recordkeeping?

Yes

No

Please explain your response (include details of specific challenges, if applicable):

CIGIE's overall resources are very limited. While an independent agency, it is so small that personnel are charged with various additional duties to maintain all of the requirements of a larger agency. Manpower is an issue.

9. Do you need support from NARA to ensure a successful transition to fully- electronic recordkeeping?

Yes

No

Please provide details on what support is needed: **It would be valuable to the Agency if NARA can designate a liaison that will work with CIGIE that could assist in providing guidance to the agency throughout the process. It would be helpful if NARA had examples of inexpensive tools that could be leveraged to assist in digitizing hard copy records, as well as inexpensive database management tools that could be easily tailored to assist in managing all CIGIE records.**