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: Jeffrey Page

- Position title: Chief Operating Officer

- Address: 250 E Street SW, Washington DC 20525

- Office telephone number: 202-606-6632

- Email:

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

   Please list below: Corporation for National and Community Service

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)

                    X Yes
                    ☐No

If No, please list and explain which part of your agency or components did not meet the deadline?

(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
                    X No

If No, please list which part of your agency or components did not and why?

Due to a change in staffing and vacancy in the role of Records Officer during FY 2016, progress in meeting M-12-18 was slowed. At the end of FY 2016, the position was filled and steps are now being taken to meet the requirement of scheduling all existing paper and non-electronic records.

CNCS is currently in the process of updating its records inventory to determine if any records (existing paper and non-electronic) remain for scheduling.

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)

> X Yes
> ☐ No

If Yes, please describe this progress.
If No, please list which part of your agency or components did not and why?

CNCS is currently making progress to meet the M-12-18 deadline to manage all permanent electronic records electronically.
- CNCS has established an integrated project team/working group to support implementation of this directive.
- CNCS is currently implementing technology that will be used to support electronic records management (e.g., Microsoft Office 365, SharePoint Online/One Drive, and Records Center) and will apply appropriate business rules and management controls once CNCS has finalized its policy.
- CNCS has gathered electronic records management requirements to direct ongoing grant and member management system modernization efforts.
- CNCS has begun planning and testing the implementation of disposition policies and business rules to inform implementation of the final solution.

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
> X No

Please describe your specific plans or actions.

CNCS is taking steps to address and adhere to the requirements of M-12-18 and will also continue to evaluate the digitization of permanent records created in hard copy or analog formats.

In addition to steps outlined in question 5 above, we are updating our inventory and will identify all records that require 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)

X Yes
☐No

If Yes, please describe what steps have been taken.

CNCS has taken the following steps to include records management as a key component of our agency's information resources management:

- The agency has designated senior agency official for records management (SAORM) who has overall agency-wide responsibility for records management;
- The agency has an established records management program and policy that are reviewed on an annual basis;
- The agency is making progress to meet the M-12-18 deadline to manage all permanent (and temporary) electronic records electronically.
- The agency is currently implementing technology that will be used to support electronic records management (e.g., Microsoft Office 365, SharePoint Online/One Drive, and Records Center) and is in the process of fully developing business rules and management controls to meet both agency and records management requirements and directives.
- The agency is currently in the process of updating its records inventories to determine if any records (existing paper and non-electronic) remain for scheduling to ensure timely scheduling and approval of scheduling from our agency Archivist.
- The agency is re-establishing a cross-program/office working group to support the strengthening and implementation of the agency records management program.
- The agency is currently developing a computer-based records management training to address NARA directives/recommendations building upon an already established training program. The training will be integrated into the in-processing of new employees. Training will be offered to new employees (within 60 days of start date) and offered annually as a refresher training to all employees. Components of records management training already exist within the agency's annual security training.