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* 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 8, 2018 and reports are due back to NARA no later than March 16, 2018.

NARA plans to post your 2017 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. NARA intends to list any non-responding agencies in a summary report and on the website.

Instructions for Reporting

- This template covers progress through December 31, 2017.
- 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 - [Agency Name] 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):

Robert McCarty
Chief Financial Officer
Corporation for National and Community Service
250 E Street SW, Suite 300
Washington, DC 20525
202-606-6652

- Name of SAORM
- Position title
- Address
- Office telephone number

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

   Corporation for National and Community Service – entire agency.

2. **Is your agency and its components making progress towards managing all permanent electronic records in electronic format by December 31, 2019? (M-12-18, Goal 1.1)**

   X Yes
   ☐ No

   Please explain your response:

   CNCS has implemented SharePoint across the agency and as part of that is begging to set-up rules 'Records Center' to ensure proper tagging of all records (schedules, CUI, etc.), to include those that are permanent in nature. CNCS has begun to review records inventories at the agency to ensure improved tracking of permanent records is in place and that those offices responsible for permanent records are aware of retention requirements and transfer procedures. While additional work is required to set-up 'Records Center' and to further develop and finalize procedures with our Office of Information Technology around the submission of permanent records to NARA, a working group exists to facilitate movement toward M-12-18, Goal 1.1.

3. **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 explain your response and include any obstacles you are facing in planning or implementing digitization initiatives.

CNCS is still in the early stages of reviewing and updating records inventories to determine the volume and medial formats that our permanent records exist. Focusing additional resources (staffing and time) will ensure improved movement towards meeting M-12-18, Goal 1.1.

4. **OMB M-17-22 required agencies to create reform plans that may result in re-organizations and the elimination of offices and/or functions. Where necessary, has your agency taken steps to ensure that recordkeeping requirements and other records management needs have been or will be accounted for and implemented when making these changes?**

> X Yes
> ☐ N o

Please explain your response:

CNCS has had some changes in staffing with the implementation of office re-organizations and both office and position eliminations. Steps have been taken to ensure impacted staff (both departing and those absorbing the work of those departing) have received: updated records management training, records management resources, and one-on-one support with the assistance of transferring records off-site to FRC storage, to a new location, or made available to successors in digital format on SharePoint and/or in our current/active systems. Office Records Points of Contact are being updated as needed and new staff POCs are being recruited as needed.

5. **Have you, as the SAORM, taken steps to ensure that your records management program has the strategic direction, support and resources it needs to be successful?** (see: NARA Bulletin 2017-02: Guidance on Senior Agency Officials for Records Management https://www.archives.gov/records-mgmt/bulletins/2017/2017-02-html)

> X Yes
> ☐No

Please explain your response

While CNCS had a recent (within the last several months in 2018) change to SAORM, the outgoing and current SAORM have been involved in regularly attending SAORM meetings and meeting with the agency Records Officer to stay abreast of NARA guidance and direction as well as potential challenges with the agency records management program. When needed, the SAORM assists in supporting and pushing down guidance and requirements to staff, provides input into the records management program and associated policies, and supports the agency Records Officer with training and resource needs.

6. **Have you, as the SAORM, ensured that all incoming and outgoing senior officials* receive briefings on their records management responsibilities including documenting their public service, use of personal email, and other recordkeeping requirements.**

   *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
   X No

   Please explain your response:

   While training and resources exist in general for the agency records management program (to include records management training and new employee orientation), training that is specifically geared towards incoming/outgoing senior officials is still under development. Existing training and policies include a focus on the documentation of public service, use of personal email and other recordkeeping requirements however the agency is still in the development and finalization of specific training resources and guidance for senior officials.

7. **Is the records management program and related requirements included in your agency's Information Resource Management Plan or an equivalent information management plan? (OMB Circular A-130, Managing Information as a Strategic Resource)?**

   X Yes
   ☐ N o

   Please explain your response:

   Recordkeeping requirements are included in information resource management plans and are a part of several programs at the agency to include the privacy program and our systems of record. Agency staff with records management priorities in their work plans work closely with those at the agency with key information management responsibilities, especially those in our Office of Information Technology Office.

8. **What policies, guidance or support do you need from NARA to ensure a successful transition to fully electronic recordkeeping? (NARA Strategic Plan. Goal 2.4)**

   Lessons learned, guidance and/or recommendations around the use of Records Center in SharePoint as a tool for electronic records management would be of use to our agency as we move forward with fully electronic recordkeeping.