



*Senior Agency Official for Records Management
2017 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* 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):

- Name of SAORM : For FY17, Mary James (retired). (The current SAORM is Abioye Mosheim.)
- Position title FY17: Deputy Chief Information Office/Deputy Assistant Executive Direction
- Address: 4330 East West Highway Bethesda MD 20814
- Office telephone number: For the current SAORM: 301-504-7454

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

Please provide list: United States Consumer Product Safety Commission

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)

- Yes
 No

Please explain your response: In 2017, the agency made records management a priority by hiring an assistant general counsel to oversee records management with the goal of, among other things, complying with the December 31, 2019 deadline of managing all permanent records in electronic format.

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
 No

Please explain your response and include any obstacles you are facing in planning or implementing digitization initiatives. In 2017, the agency made records management a priority by hiring an assistant general counsel to oversee records management with the goal of, among other things, digitizing all hard copy and analog format permanent records.

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?

Yes

No

Please explain your response: The position of Assistant General Counsel for FOIA, Privacy and Records Management was created in 2017 (and onboarded in January 2018). Other existing CPSC staff members were tapped in 2017 to play key roles in overhauling the records management program.

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>)

Yes

No

Please explain your response: CPSC decided in 2017 to give great importance to records management. That year, the Office of the General Counsel began soliciting support from key senior officials in an effort to provide strategic direction, support and resources to reform the agency's records management program. Additionally, CPSC's Inspector General made records management a priority in his Annual Plan for Fiscal Year 2018 (published October 6, 2017).

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

No

Please explain your response: In FY17, records management training was required of every new CPSC employee, including senior officials. And senior officials received informal guidance regarding records management responsibilities upon exit, and records staff worked closely with the departing senior officials to ensure that their records were properly inventoried and maintained.

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](#))?**

Yes

No

Please explain your response: The records management program and its related requirements are included in CPSC's Information Resource Management Plan.

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).

We are working closely with NARA staff to ensure that the overhaul of our records management program is successful, including the transition to electronic recordkeeping.