



*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](mailto: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):

- Chris Roscetti
- Deputy General Manager
- 625 Indiana Ave., N.W., Suite 700, Washington, DC 20004
- 202-694-7169

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

*Please provide list:*

The Defense Nuclear Facility Safety Board (DNFSB) is an independent agency and all components are covered in this report.

**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:*

The DNFSB implemented a solution to manage permanent e-mail records in the government cloud. The DNFSB's E-mail Managed Under Capstone Approach was approved January 25, 2017 and subsequently implemented. Permanent e-mail records generated by officials identified in the Capstone approach are retained electronically.

**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.*

Resource constraints of a small agency present a challenge in moving forward on this goal.

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 re-organization plan does not require additional steps to ensure that records management requirements are met.

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:*

The records management goals are included in the annual Work Plan for the Office of the General Manager. Records management objectives are incorporated into appropriate performance plans for individuals who directly support program objectives. Resources required to support records management program are included in the budget process and the annual procurement plan, as appropriate.

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:*

Senior officials are briefed by the Records Manager, provided the link to NARA's training and are required to complete a Records Management Exit Checklist. The Records Manager must sign the senior official's exit processing document before it is submitted to Human Resources.

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:*

Records management initiatives such as data management and electronic records management are included in the out years of the IT project plan, but implementation is dependent upon resources.

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)**

No additional guidance or support is requested from NARA at this time.