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:	Rodney W. Turk
Position title:	Chief Information Officer (CIO), Acting
Address:	1401 Constitution Ave, N.W., Washington DC 20230
Office telephone number:	(202) 482-7919

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

Bureau of Economic Analysis (BEA)
Bureau of Industry and Security (BIS)
U.S. Census Bureau (Census)
Economic Development Administration (EDA)
Economics and Statistics Administration (ESA)
International Trade Administration (ITA)
Minority Business Development Agency (MBDA)
National Institute of Standards and Technology (NIST)
National Oceanic and Atmospheric Administration (NOAA)
National Technical Information Service (NTIS)
National Telecommunications and Information Administration (NTIA)
Office of the Secretary (OS)
Office of the Inspector General (OIG)

This report excludes the United States Patent and Trademark Office (USPTO), who is submitting a separate SAORM report.

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)

√ Yes
☐No

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
☐No

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)**

√ Yes
☐ No

The Department has a multi-prong approach to managing permanent electronic records electronically by December 31, 2019. Among the key initiatives are:

1. **Establish Visibility at Senior Levels**: The Department established the SAORM at a strategic level to interface with the bureau leadership. This includes promoting the Department's strategic goal of meeting of M-12-18 among the heads of the bureaus, the bureau CIOs, and other senior stakeholders.

2. **Insert Into Governance**: The Department has incorporated RM into their IT governance. Records Management has been incorporated into the Enterprise Architecture, and the Department is incorporating Records Management into the process improvements for the Commerce IT Review Board (CITRB) for major acquisitions. This will poise the Department to ensure records management is addressed in large systems above the $20M threshold, for new systems or large enhancements.

3. **Communicate Through Policy and Outreach**: The Department is mid-way in the overhaul of its Records management policy and guidance. This includes draft policy addressing electronic management of permanent records, posting minimum electronic RM requirements on an internal Commerce MAX page, and future outreach and training on Records Management within electronic systems.

4. **Provide Subject Matter Expertise**: The Department Records Officer (DRO) cross-pollinates the solutions of the federal community to meet M-12-18 within the Department. The DRO coordinates externally with other federal agencies on electronic records management issues and solutions, represents the Department at the Federal Records Management Council (FRFMC) sub-committee for electronic records systems, and provides inter-bureau coordination and information sharing on electronic system solutions.

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
☐ No

The Department understands that M-12-18 Goal 1.1 does not mandate the digitization of permanent records that are not already available electronically. The Department encourages digitization of older records. Toward goal 1.1, the National Oceanic and Atmospheric Administration and the Office of the Secretary both have digitization of older permanent records that were not born digital. The Department considers age, storage requirements, access requirements, and enhancement to the program's activities in making the decision to digitize.

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)

√ Yes
☐No

The Department established the Chief Information Officer (CIO) as the Senior Agency Official for Records Management (SAORM). Records Management is placed within the CIO's organization to build Records Management into the shared IT vision, such as the IT enterprise architecture, the CITRB process, and a future version of the IRM Strategic Plan. This placement in the Office of the CIO also allows Records Management to be part of organization change through policy and capital planning.