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):

- National Geospatial-Intelligence Agency (NGA)
  7500 GEOINT Drive
  Springfield, VA 22150

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

   Please provide list
   National Geospatial-Intelligence Agency (NGA) and all of its components to include remote components

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 NGA Records Management Program (RMP) has developed a Business Plan for Enterprise Records Management that, if funded and fully implemented, will begin to provide NGA with automated capabilities for managing all agency records, including all permanent electronic records.

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.
   The NGA Records Management Program (RMP) has begun to identify current inactive permanent records (in hardcopy format) that may need to be digitized. Some products developed by NGA may remain in hardcopy format because of their utility as a survival tool for pilots and other warfighters/embassy personnel. Some hardcopy imagery film is also being scanned (but not all film is scheduled for digitization).

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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 NGA Records Management Program (RMP) has a process defined for when offices are eliminated or re-organized, or when functions are transferred from one NGA office to another. However, this process is not yet integrated with the Agency Reform Plan at NGA.

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 NGA Records Management Program (RMP) has a Business Plan for Enterprise Records Management which is being used to advocate for the resources needed to begin implementation of automation capabilities for managing records. This effort is still ongoing.

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:

The current exit process for NGA employees, including senior officials, consists of a checklist. The checklist requires that the exiting employee verify that they have properly filed all records prior to departure. The Records Management Program (RMP) intends to improve this process to include a briefing for senior officials who are exiting.

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 NGA Records Management Program (RMP) is not included as part of the current IRMP.

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)**

    Nearly all of NGA's inactive classified and unclassified records reside on a TS/SCI network domain. Thus, NGA requires a TS/SCI electronic connection with NARA in order to transfer classified inactive permanent electronics without creating an undue burden on existing personnel and resources. This capability is common to all agencies within the Intelligence Community (IC) and should be given a top priority.