NATIONAL ARCHIVES

OFFICE *of the* CHIEF RECORDS OFFICER

Senior Agency Official for Records Management
2019 Annual Report

The National Archives and Records Administration (NARA) requires Senior Agency Officials for Records Management (SAORM) to provide an annual report demonstrating how agencies are handling important records management initiatives as identified by NARA.

NARA uses the reports to determine the overall progress of the Federal Government in managing its records and the transition away from paper to digital formats, and to identify best practices and model solutions within Federal agencies.

On June 28, 2019, the Office of Management and Budget and the National Archives issued a memorandum: *Transition to Electronic Records* (M-19-21) to ensure that all Federal records are created, retained, and managed in electronic formats by December 31, 2022. This year's SAORM report provides an opportunity for agencies to report on plans and progress towards the milestones and target goals in this memorandum, as well as other important records management initiatives.

The reporting period begins on January 13, 2020, with reports due back to NARA no later than March 13, 2020.

NARA plans to post your 2019 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 records management program developments towards the transition to electronic recordkeeping outlined in M-19-21 through December 31, 2019.
- 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 rmselfassessment@nara.gov. Include the words "SAORM 2019 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 **Elliot E. Mainzer**
- Position title **Administrator and Chief Executive Officer DOE - Bonneville Power Administration**
- Address **DOE - Bonneville Power Administration 905 NE 11th Avenue Portland, OR 97232**

1. **What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately? Please also indicate any that are new or have been changed due to reorganization or other circumstances.**

   Please provide list: **DOE - Bonneville Power Administration**

2. **Is your agency managing all permanent electronic records in electronic format as of December 31, 2019? (M-19-21, 1.1)**

   ☒ Yes
   ☐ No

   Please explain your response:
   BPA continues its progress in managing all unstructured permanent electronic records with its use of Discovery Core, BPA's electronic management application. Additionally, BPA policy requires that records created or received in electronic format be kept in native format (BPA Policy 236-200, *Managing Unstructured Data as Information Assets*). Structured electronic information systems are required to be inventoried and scheduled (BPA Policy 236-300, *Enterprise Data Governance*).

3. **Has your agency made progress towards managing all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)**

   ☒ Yes
   ☐ No

Please explain your response (include specific goals and example metrics):
See answer above.

4. **Has your agency made progress towards managing all <u>temporary</u> records in electronic format? (M-19-21, 1.3)**

   ☒ Yes
   ☐ No

   Please explain your response (include specific goals and example metrics)
   The majority of BPA's records are in electronic format with the exception of organizations that use a mix of paper and electronic records in their businesses processes. We continue to move to electronic formats whenever possible. Additionally, BPA policy requires that records created or received in electronic format be kept in native format (BPA Policy 236-200, *Managing Unstructured Data as Information Assets*).

5. **Have you, as the SAORM, taken steps to ensure that your records management program complies with the Federal Records Act and its regulations through strategic plans including performance goals, objectives and measures? (M-19-21, 1.4)**

   ☒ Yes
   ☐ No

   Please explain your response (include specific goals and example metrics):
   I have empowered the Audit, Compliance, & Governance Committee (ACGC) of the Enterprise Board to oversee compliance and governance programs, including the records management program (known as the Information Governance & Lifecycle Management program at BPA). The ACGC includes the Deputy Administrator, Chief Administrative Officer, Chief Operating Officer, Executive VP of Compliance, Audit, and Risk, Chief Financial Officer, and General Counsel. The BPA Agency Records Officer has identified specific goals in the annual program work plan, and these are communicated to the Information Governance Oversight Team, a sub-committee that reports to ACGC. Examples of specific goals include updating organization Information Asset Plans, and implementing Discovery Core, BPA's electronic recordkeeping system.

6. **If applicable, have you identified all agency-operated records centers and made plans to either close them before 2022, or have you submitted a request to NARA for an exception? (M-19-21, 1.3)**

   ☒ Yes
   ☐ No

Please explain your response (include specific goals and example metrics):
BPA does not have an agency-operated records center.

7. **Does your agency have procedures that include documentation to ensure records of outgoing senior officials* are properly captured and/or processed and not improperly removed, altered, or deleted including electronic records and email?**

*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 (include specific details of procedures):
BPA has a documented procedure for records management staff to follow when employees (including senior agency officials) leave BPA (*Final Pay Clearance Records Process*, last updated June 2019). As part of this procedure, The Agency Records Officer conducts a records exit interview with senior agency officials that includes, but is not limited to, the following topics: sensitive/classified materials, personnel records, hard copies, computer equipment, emails, and personal papers. A memo is created documenting the topics discussed, the transfer of records to another employee, and any (if applicable) copies of work product are authorized for removal.

8. **Do you, as the SAORM, see challenges within your agency in meeting the goal of fully-electronic recordkeeping?**

☒ Yes
☐ No

Please explain your response (include details of specific challenges, if applicable):
BPA, as with all Federal agencies, is making a steady transition of an entirely digital environment. Those organizations that retain some paper records within their business processes will require greater resources to meet this goal.

9. **Do you need support from NARA to ensure a successful transition to fully-electronic recordkeeping?**

☐ Yes
☒ No

Please provide details on what support is needed:

BPA currently uses guidance and training resources available on NARA's website, and records management staff attend Bimonthly Records and Information Discussion Group (BRIDG) meetings hosted by NARA. BPA also receives notices from NARA and the DOE Records Management Program.