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 : Kathleen Styles
- Position title: Chief Privacy Officer
- Address: 400 Maryland Ave, SW, Washington, DC 20202
- Office telephone number: 202 453-5587

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

    ALL Department of Education Principal Offices

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)**

    XYes
    ☐No

Please explain your response: The Department has an enterprise electronic records management initiative underway. We have defined department-wide functional and technical requirements. In 2017, ED:

- o Concluded an EERMS readiness assessment in four ED components. The purpose of the assessment was to establish a baseline for the "ready" office. "Ready" means the office has taken all the steps necessary to organize its processes and procedures for implementation of an electronic recordkeeping system.
- o Developed enterprise-wide standards for electronic file naming conventions, file formats and core metadata.
- o Analyzed ED records schedules to determine a path to condense them into "big buckets," with a goal of 10 or fewer schedules.
- o Decided to utilize SharePoint Records Center as the EERMS.

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
    X No

    Please explain your response and include any obstacles you are facing in planning or implementing digitization initiatives.

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?**

> XYes
> ☐ N o

- *Please explain your response:* In 2017, an internal Records Management Self -Assessment was performed within each of ED respective Program Offices. The internal evaluation will help the Records Management office measure the effectiveness of ED's RM programs and practices to ensure that they comply with NARA regulations, and identify RM needs and improvements.

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)

> XYes
> ☐No

ED holds monthly meetings with the senior level records management work group, which includes the Assistant Secretary for Management, the Chief Information Officer, the Deputy General Counsel, and the Federal Student Aid Deputy Chief Information Officer. This group meets to streamline communication between the stakeholders on critical issues or decisions, and to provide strategic direction for the department-wide electronic records management administered by the Office of Management.
In 2017, the Records Officer retired and the recruitment process was initiated early to backfill behind her. The new Records Officer will onboard soon.

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.

> XYes
> ☐N o

Please explain your response: As the SAORM, I have been directly involved with providing briefings as part of the on-boarding process for senior officials on their records management roles and responsibilities, including the appropriate disposition of records and the use of personal and unofficial email accounts.

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](.))?**

    ☐Y es
    X No

Please explain your response:

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)**