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Senior Agency Official for Records Management
FY 2015 Annual Report

The *Managing Government Records Directive (M-12-18)* requires Senior Agency Officials (SAOs) for Records Management 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 November 16, 2015, and reports are due back to NARA no later than COB January 29, 2016.

Please note that NARA will post a version of your 2015 SAO report on the NARA website. This action is in the interest of transparency in Government and to promote collaboration and communication among agencies. Please let us know whether there is a specific justification as to why your report cannot be publicly shared (in whole or in part).

Instructions for Reporting

- This template covers progress through fiscal year (FY) 2015.

- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.

- Please complete the eight questions/items on the following pages and send the report to prmd@nara.gov. Include the words "SAO annual report" and your agency's 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 SAO: Christopher Adamo

Position title: Chief of Staff

Address: Council on Environmental Quality
        Executive Office of the President
        722 Jackson Place, NW
        Washington, DC 20503

Office telephone number: (202) 456-6224

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

   Please list them below:

   Council on Environmental Quality (CEQ)

2. Is your agency going to meet the *Directive* goal to manage all <u>email</u> records in an accessible electronic format by December 31, 2016? *(Directive Goal 1.2)*

      ⊠ Yes   ☐ No

  2a) Provide a list of actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your <u>progress</u> regarding:

    Email for all EOP components is managed at the enterprise level by the Office of Administration, Executive Office of the President. EOP currently meets the Directive's goal of managing email in an accessible electronic format. EOP has established formal policies regarding email use and retention and has automated the email capture process. At the moment, the EOP has decided not to adopt the Capstone approach.

  2b) Provide a list of the actions your agency, components, or bureaus plan to take in 2016 to meet this goal.

    No action is needed because EOP currently meets the Directive's goal.

3. Has your agency taken actions to implement the 2014 amendments to the Federal Records Act requiring Federal employees to copy or forward electronic messages (including email, texts,

chats, and instant messaging) that are federal records from their non-official accounts to official accounts within 20 days?

☒ Yes ☐ No

CEQ has incorporated into its records management training for all staff the 2014 amendments to the Federal Records Act that require Federal employees to copy or forward electronic messages (including email, texts, chats, and instant messaging) that are Federal records from their non-electronic accounts to official accounts within 20 days.

4. Describe your agency's internal controls for managing electronic messages (including email, texts, chats, and instant messaging) of the agency head and other executives (including appropriate advisers, and other senior management staff).

All EOP emails to and from an EOP email address are captured and archived. As of 9/30/2015, CEQ had not implemented texting, chatting, or instant messaging.

5. Is your agency going to meet the *Directive* goal to submit records schedules to NARA for all existing paper and other non-electronic records by December 31, 2016? *(Directive Goal 2.5)*

☒ Yes ☐ No

5a) Provide a list of the actions your agency, components, or bureaus have taken to meet this goal.

CEQ has submitted a records schedule to NARA.

5b) Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal.

CEQ has submitted a records schedule to NARA.

6. Is your agency going to meet the *Directive* goal to manage all permanent electronic records in an electronic format by December 31, 2019? *(Directive Goal 1.1)*

☒ Yes ☐ No

6a)   Provide a list of the actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your progress regarding:

The Office of Administration, Executive Office of the President, is responsible for managing user-generated electronic records on the

EOP network. Each component's electronically stored information is captured, retained, and backed up.

6b) Provide a list of the actions your agency, components, or bureaus <u>plan to take</u> in the future to meet this goal.

No action is required because EOP currently meets the Directive's goals.

7. Please provide any insight to your agency's efforts to implement the Managing Government Records Directive and the transition to a digital government.

Provide a brief description, including any positive or negative outcomes, challenges, and other obstacles.

On March 19, 2015, President Barack H. Obama signed the Presidential Memorandum entitled Establishing the Director of White House Information Technology and the Executive Committee for Presidential Information Technology to promote the effective use of electronic information resources and information systems for EOP. Accordingly, the Director is coordinating EOP's effort to transition to a digital government.

8. With regard to records management, is your agency preparing for the upcoming change in Presidential administration?

$\boxtimes$ Yes $\qquad$ $\square$ No

8a) Provide a list of the actions your agency, components, or bureaus <u>have taken</u> to ensure records of departing senior officials will be appropriately managed during the upcoming change in Presidential administration.

EOP is working closely with NARA in regards to the Presidential Transition. Any component-identified FRA records scheduled to go to NARA at the end of the Administration can be transferred as part of the overall transfer of PRA records.

8b) Provide a list of the actions your agency, components, or bureaus <u>plan to take</u> in the future to ensure records of departing senior officials will be appropriately managed during the upcoming change in Presidential administration, including ensuring that federal records are not improperly removed from the agency.

In addition to PRA records, EOP will transfer the records identified by the FRA components as those scheduled for transfer based on the end of a Presidential Administration.