Senior Agency Official for Records Management (SAORM)
2019 Annual Report

The Office of National Drug Control Policy SAORM
Martha Gagne
Assistant Director for OMA
1800 G Street

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:
   The Office of National Drug Control Policy (ONDCP)

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

   ☐ Yes
   ☐ No
   X N/A

   Please explain your response:
   ONDCP is part of the Executive Office of the President (EOP) and we work in conjunction with the Office of Administration to ensure that all permanent and temporary records are managed electronically.

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)**

   X Yes
   ☐ No

   Please explain your response (include specific goals and example metrics):
   ONDCP SharePoint site libraries have tagging requirements that staff must complete before the file can be saved. SharePoint libraries are created with the Records Schedule Category as mandatory. No file can be saved without this field completed. ONDCP is part of the Executive Office of the President (EOP) and we work in conjunction with the Office of Administration to ensure that all permanent and temporary records are managed electronically.

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

   X Yes
   ☐ No
   N/A

   Please explain your response:
   ONDCP is part of the Executive Office of the President (EOP) and we work in conjunction with the Office of Administration to ensure that all permanent and temporary records are managed electronically.

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)**

   X Yes
   ☐ No

   Please explain your response (include specific goals and example metrics):
   ONDCP has been working closely with NARA and OA/Records Management Branch, to ensure that we are in compliance with the Federal Records Act. ONDCP worked in conjunction with NARA and OA/Records Management Branch to tag all archived files with record management categories in order to meet requirements.

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
   X N/A

   Please explain your response:
   ONDCP does not have any agency-operated records centers. All paper records are stored at the Washington National Records Center until they have reached their disposition.

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
X N/A

Please explain your response:
The Office of Administration (OA) provides enterprise-wide services to the Executive Office of the President (EOP) to both the Presidential Records Act (PRA) and the Federal Records Act (FRA) components. Therefore, as a component of the EOP, our records are managed in conjunction with OA. Hence, OA applies each component's approved records schedules. Note however, that the EOP has many systems that contain both PRA and FRA. Due to the PRA's more strenuous requirements for records capture, management, preservation and transfer, FRA records are kept at those same standards.

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

X Yes
☐ No

Please explain your response (include details of specific challenges, if applicable):
Ensuring that all ONDCP staff save files accurately within SharePoint in order to capture all record management requirements. When saved correctly, metadata including record scheduling categories are captured.

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

X Yes
☐ No

Please provide details on what support is needed:
NARA can assisting us with additional staff training/refreshers on the importance of tagging and saving files correctly. In addition to support already given, NARA and OA/ Records Management Branch are always available to answer questions and/or to review documents and files to make sure we are on the correct path for a successful transition to a fully-electronic recordkeeping system. ONDCP requests the current level of support be maintained throughout this process.