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: Stacy L. Murphy
- Position title: Operations Manager
- Address: 1650 Pennsylvania Avenue, N.W., Washington, DC 20502
- Office telephone number: 202-456-6123

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

   Executive Office of the President (EOP), Office of Science and Technology Policy (OSTP)

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)**

   ☐Y es
   ☐N o

   Please explain your response:

   Under the guidance and direction of White House Information Governance, Office of Administration, EOP, OSTPs records are managed and stored on a web-based document management and storage system.

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)**

   ☐Y es
   ☐ N o

   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?**

☑Yes
☐ No

Please explain your response:

Under the guidance and direction of White House Information Governance, Office of Administration, EOP, a comprehensive plan is in place to ensure that records management will continue to adhere to the established regulations and policies are met.

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:

Under the guidance and direction of White House Information Governance, Office of Administration, EOP, several steps have been taken to ensure an effective records management plan to include agency needs, costs, retention and destruction of records, training, IT, documentation, audits, and risk analysis.

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 Records Officer conducts a records management briefing to all incoming and outgoing staff as well as an annual mandatory records briefing.

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:

White House Information Governance, Office of Administration, EOP, along with the EOP components implemented an information resources management plan, along with best practices, across the Presidential Information Technology Community.

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)**

OSTP would like NARA to:
- provide an electronic archive equivalent to a FRC;
- provide methods for bulk transfer of electronic records to NARA;
- provide better guidance on media obsolescence;
- build their electronic records management team; and
- provide software recommendations for electronic record keeping systems.