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.

The reporting period begins on <u>March 11, 2019</u> with reports due back to NARA no later than <u>April 19, 2019</u>.

NARA plans to post your 2018 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, 2018.
- 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 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

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:

   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)**

   X Yes
   ☐ N o

   Please explain your response:

   Records schedules are being updated.

   The Executive Office of the President (EOP) is comprised of multiple components; the Office of Administration (OA) provides enterprise-wide services, including information technology, for all EOP components. OA has acquired an object-based storage solution for long-term electronic records management and is currently in the process of configuring the storage solution, which will include the controls and mechanism specified.

3. **Has your agency implemented a plan that aligns to the criteria and requirements published by NARA in its *Criteria for Successfully Managing Permanent Electronic Records* (March 2018)?**

   X Yes
   ☐ N o

   Please explain your response:

The Executive Office of the President (EOP) is comprised of multiple components; the Office of Administration (OA) provides enterprise-wide services, including information technology, for all EOP components. OA has acquired an object-based storage solution for long-term electronic records management and is currently in the process of configuring the storage solution, which will include the controls and mechanism specified.

4. **As included in the Administration's** *[Delivering Government Solutions in the 21st Century: Reform Plan and Reorganization Recommendations](#)* **(June 2018), NARA will no longer accept paper records after December 31, 2022. Is your agency developing strategic plans, goals, objectives, and initiatives that will enable it to comply with this deadline?**

   The Reform Plan states:
   Transition to Electronic Environment: *Transition Federal agencies' business processes and recordkeeping to a fully electronic environment, and end the National Archives and Records Administration's acceptance of paper records by December 31, 2022. This would improve agencies' efficiency, effectiveness, and responsiveness to citizens by converting paper-based processes to electronic workflows, expanding online services, and enhancing management of Government records, data, and information.*

   X Yes
   ☐ N o

   Please explain your response (include specific goals and example metrics):

   The Executive Office of the President (EOP) is comprised of multiple components; the Office of Administration (OA) provides enterprise-wide services, including information technology, for all EOP components. OA has acquired an object-based storage solution for long-term electronic records management and is currently in the process of configuring the storage solution, which will include the controls and mechanism specified.

5. **Is your agency utilizing [General Service Administration's Schedule 36](#) to procure solutions to assist in transitioning to an Electronic Environment?**

   ☐ Y es
   X No

   Please explain your response:

   Electronic Information Systems at the Executive Office of the President (EOP) are subject to the Presidential Records Act and set up by the records management staff that oversee presidential records.

6. **Have you, as the SAORM, established or improved your agency procedures that ensure 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.

> X Yes
> ☐ Changes were unnecessary (click here for your agency's 2017 report)
> ☐ No, changes are being considered but have not been made
> ☐ No

Please explain your response:

The Records Officer conducts a records management briefing to all incoming and outgoing staff. An annual mandatory records briefing is held as well.

7. **Have you, as the SAORM, ensured that your records management program has the support and resources it needs to be successful? (See NARA Bulletin 2017-02: *Guidance on Senior Agency Officials for Records Management*)**

> X Yes
> ☐ No

Please explain your response:

The Office of Science and Technology Policy (OSTP) has an established staff to support the records management program. OSTP has two staff members who are certified in records management to handle unclassified and classified records. Our legal team and information technology specialist support the records program, as well as the Office of Administration (OA). The records schedule is maintained and is currently up-to-date.

8. **Have you, as the SAORM, implemented an appropriate role-based records management training program that covers recordkeeping responsibilities for all staff including those with dedicated records management roles, Federal employees, contractors, senior executives and appointees? (See NARA Bulletin 2017-01: *Agency Records Management Training Requirements*)**

> X Yes
> ☐ No

Please explain your response:

The Office of Science and Technology Policy (OSTP) has an established training process that instructs all staff (political appointees, senior agency officials, FTEs, contractors, and detailees. in managing official records as well as non-records and personal records. Staff receive an onboard and off boarding records management briefing and an annual mandatory records management training session. Training includes, but not limited to, defining and identifying federal records, the purpose of records management, providing the policies and legal responsibilities that govern records management, and using the web-based collaborative platform and the handling of all types of records.

9. **Have you, as the SAORM, taken steps to direct and support Records Management staff in implementing an evaluation or auditing process to ensure records management directives, policies, procedures, and retention schedules are being properly implemented?**

> X Yes
> ☐ N o

Please explain your response:

The Office of Science and Technology Policy (OSTP) has regular meetings to discuss and evaluate the records management program and staff needs and to ensure that the records program employs the established directives, polices, procedures and OSTP records schedule.

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

> X Yes
> ☐ N o

Please explain your response: