



Senior Agency Official for Records Management 2019 Annual Report

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.

On June 28, 2019, the Office of Management and Budget and the National Archives issued a memorandum: *Transition to Electronic Records* (M-19-21) to ensure that all Federal records are created, retained, and managed in electronic formats by December 31, 2022. This year's SAORM report provides an opportunity for agencies to report on plans and progress towards the milestones and target goals in this memorandum, as well as other related records management initiatives.

The reporting period begins on January 13, 2020, with reports due back to NARA no later than March 13, 2020.

NARA plans to post your 2019 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 records management program developments towards the transition to electronic recordkeeping outlined in M-19-21 through December 31, 2019.
- 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 rmsselfassessment@nara.gov. Include the words "SAORM 2019 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: Fred Ames
- Position title: Assistant U.S. Trade Representative for Administration
- Address: 1724 F Street NW, Washington, DC 20508

- 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: Office of the United States Trade Representative

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

- Yes
 No

Please explain your response: Beginning with the Bush 43 Administration, all records, both permanent and temporary, are generated and maintained in electronic format.

- 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)**

- Yes
 No

Please explain your response (include specific goals and example metrics): Electronic records are housed in an electronic system that allows for dispositions management. USTR is working closely with Records Management staff, Office of Administration, Executive Office of the President, in establishing the appropriate SharePoint file system for permanent records. This year, USTR is providing an aggressive training schedule for all employees to improve competencies in managing their SharePoint records within their individual offices.

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

- Yes
 No

Please explain your response (include specific goals and example metrics): See response to #2.

- 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)**

Yes
 No

Please explain your response (include specific goals and example metrics): USTR's Annual Performance Report for FY 2019 included the follow results: Completed declassification review for records at the Washington National Records Center; completed the update of USTR records schedules to reflect current organizational needs; continued effort to implement e-records management reform at USTR.

- 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)**

N/A

Please explain your response (include specific goals and example metrics): USTR does not have any agency-operated records centers. USTR stores permanent paper records at WNRC and evaluates those holdings on a quarterly basis, making updates as needed.

- 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
 No

Please explain your response (include specific details of procedures): USTR is part of the Executive Office of the President (EOP) and its IT network is managed by White House Information Technology (WHIT). Electronic Information Systems at the EOP are subject to the Presidential Records Act and set up by the records management staff that oversee Presidential records.

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

- Yes
 No

Please explain your response (include details of specific challenges, if applicable): As noted in #7, Electronic Information Systems at the EOP are subject to the Presidential Records Act and set up by the records management staff that oversee Presidential records.

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

- Yes
 No

Please provide details on what support is needed: As previously noted, USTR works closely with Records Management staff, Office of Administration, Executive Office of the President who provides expert support. Additionally, USTR is launching an aggressive SharePoint training schedule that includes improving competencies in managing content within each office for more efficient records management.