

Senior Agency Official for Records Management 2016 Annual Report



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*, 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 January 9, 2017 and reports are due back to NARA no later than March 17, 2017.

NARA plans to post your 2016 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.

Instructions for Reporting

- This template covers progress through December 31, 2016.
- 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" 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: Edith Pembleton
- Position Title: Manager, Information Management and Customer Relations
- Address: 400 7th Street SW, 4-117, Washington, DC 20219
- Office telephone number: 202-649-3644
- Email: [REDACTED]

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

Federal Housing Finance Agency

2. Did your agency and components meet the M-12-18, target goal 1.2 to manage all email records in an electronic format by December 31, 2016? (M-12-18, Goal 1.2 and OMB Circular A-130 5(h), 3(b), page 19)

Yes

No

FHFA's email management solution vaults all employee and contractor personnel email 180 days after creation or receipt, and maintains it in an electronic format for the length of its retention period. The email management system was deployed Agency-wide in September 2016. In addition, all employees' and contractor personnel's email is vaulted immediately upon their departure when they leave FHFA.

If No, please list and explain which part of your agency or components did not meet the deadline?

(Please note: Through a separate reporting request we will be asking your agency records officers to provide additional information regarding compliance with this target according to the email success criteria published by NARA in April 2016. [Criteria for Managing Email Records in Compliance with the Managing Government Records Directive \(M-12-18\)](#))

3. **Did your agency and its components meet the M-12-18 target deadline to schedule all existing paper and non-electronic records by December 31, 2016? (M-12-18, Part I, Section 2.5)**

Yes

No

All FHFA records are covered by FHFA's *Comprehensive Records Schedule*, approved by NARA on 1/11/13.

If No, please list which part of your agency or components did not and why?

4. **Is your agency and its components making progress toward meeting the M-12-18 deadline to manage all permanent electronic records electronically? (M-12-18, Goal 1.1)**

Yes

No

If Yes, please describe this progress.

FHFA has developed an electronic records management solution, eRIM, that securely manages records for the length of their retention period. Deployment of eRIM will satisfy the recordkeeping requirement of the *Managing Government Records Directive*, M-12-18.

If No, please list which part of your agency or components did not and why?

5. **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)**

Yes

No

Please describe your specific plans or actions.

FHFA assesses records collections as they are identified that may be appropriate for retrospective conversion due to their permanent value or active use.

6. **Have you, as the SAORM, taken steps to include records management as a key component of your agency's information resources management strategy in accordance with the revised OMB Circular A-130, Managing Information as a Strategic Resource? (OMB A-130 5.h, page 19)**

- Yes
- No

If Yes, please describe what steps have been taken.

FHFA's Records and Information Management (RIM) Group is organizationally located in the Office of Technology and Information Management (OTIM), and RIM strategic goals and objectives are incorporated into FHFA's information technology strategy. RIM is involved in developing the Agency records and information management strategy. By serving on interdepartmental project teams, RIM ensures records management is incorporated into new processes and policies. RIM works closely with other OTIM groups in system development and deployment, so records management is built into new Agency systems and their retirement. RIM also partners with the Office of General Counsel and the Office of Congressional Affairs and Communications to review FOIAs and prepare Congressional responses.