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   William Tosick
- Position title   Executive Director
- Address   1400 K Street NW, Washington DC 20424
- Office telephone number   202-218-7791

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

   Federal Labor Relations Authority (FLRA)

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
   ☐ No

   The FLRA has implemented a new Document Management system, along with redesigning its eFiling system. Each is part of the long term objective to have fully electronic records by Dec. 2019. Next phase is to redesign our case management system and build automated integration between all three.

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)**

   X Yes
   ☐ No

   The FLRA has taken the first step in identifying existing permanent records. Once the agency is fully electronic, hard copies will all be scanned and uploaded and then transferred to NARA.

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?**

   X Yes
   ☐ No

The Agency Reform Plan reinforces the desire to implement fully electronic files. The FLRA has implemented a new Document Management system, along with redesigning its eFiling system. Each is part of the long term objective to have fully electronic records by Dec. 2019. Next phase is to redesign our case management system and build automated integration between all three..

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)

        X Yes
        ☐ N o

I have ensured Records Management is included in the recent Agency Reform Plan, and continue to provide guidance and advocacy for the program.

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.**

        X Yes
        ☐ N o

Onboarding includes this training.

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)?**

        X Yes
        ☐ N o

Through the long-term Agency vision for fully electronic records.

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)**

None at this time. The agency's only limitation is funding.