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 March 11, 2019 with reports due back to NARA no later than April 19, 2019.

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   Yao-Chin Chao
- Position title   Assistant Secretary
- Address   20th & C St., NW, Washington, DC 20551

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:

   This report only covers the Board of Governors of the Federal Reserve System.

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

   Please explain your response:

   The Board has met this goal.

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
   ☐ No

   Please explain your response:

   The Board's policies, procedures, guidance, and training educate staff on their responsibilities to manage all electronic records.

   The Board integrates records management and preservation considerations into the design, development, enhancement, and implementation of electronic information systems through the System Development Methodology (SDM) project phases including Project Management Planning, which requires the Project Sponsor or Project Manager to contact the Board's Records Program Manager and provide him/her with information on the project. The Records Program Manager will determine if the system contains Board records and, if so, provide recordkeeping requirements and functionality that may include additional business requirements, as described in the Board's procedure for Certifying the Recordkeeping Functionality of Electronic Systems. In addition, in the Requirements Specification & Analysis phase, the Project Sponsor or Project Manager collaborates with

the Records Program Manager to define and document record keeping requirements in the development specifications.

The Board's permanent unstructured data is managed by the Records Management Program in FIRMA, the Board's electronic recordkeeping system and in Board systems that meet NARA's regulatory requirements. Permanent structured data are maintained in Board systems that meet NARA's regulatory requirements including controls to protect records from unauthorized access, use, alteration, alienation, or deletion and to ensure the records can be accessed. The Records Management Program is responsible for reviewing and approving the migration and decommissioning of any system or application that contains Board records, permanent and temporary.

The Board uses NARA-approved functional schedules and submits new schedules when unscheduled records are identified during the evaluations described in Question #9. The Board regularly transfers permanent electronic records to NARA.

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
   ☐ No

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

The Board's permanent electronic records are maintained electronically and are transferred to NARA in electronic format. The Board is currently digitizing legacy permanent paper records, including the Central Subject File and the subject files of former Chairs and Governors.

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

   ☐ Yes
   ☐ No

Please explain your response:

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.

> ☐ Yes
> X 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:

Senior officials receive tailored incoming and outgoing briefings on records management. All other officers, managers, and staff receive a records management briefing as part of new employee orientation. All departing employees must review the Board's policy on Removal or Disposal of Board Information by Departing Personnel and confirm in writing that they have read and complied with the policy.

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:

As the Board's SAORM, I have taken steps to ensure the Board's records management program has the strategic direction, support and resources it needs to be successful. I oversee the Board's records management program, which is part of the Office of the Secretary. Working with the other leaders in the Office of the Secretary, I set forth the vision and strategic direction for the Board's records management program. I work with senior leaders across the Board to ensure the inclusion of records management initiatives and requirements in the Board's information management plans and resources allocation. I am responsible for the budget for the records management program and advocate to the Board's senior leadership for appropriate support and resources to assist the Board's records management program in its ability to appropriately document the Board's activities and decisions.

The records management program staff work to ensure that staff protect records against unauthorized removal or loss across technological as well as hardcopy platforms. We keep staff informed of their records management responsibilities through activities such as mandatory annual training, ad hoc training, program outreach, and new and departing employee policies and procedures aimed at protecting the Board's records. We also work to ensure the Board complies with federal requirements for records management.

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 Board provides training to all Board staff and contractors through mandatory annual training, new employee orientation, senior executive briefings, and specialized training for Board staff based on their roles and responsibilities.

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
> ☐ No

Please explain your response:

The Board's Records Management Program has an active evaluation program of Board divisions and functions. Evaluations consist of an in-depth analysis of recordkeeping practices, developing and issuing file plans, recordkeeping requirements, and recommendations; providing training to staff; drafting records schedules if necessary; and monitoring the implementation of the evaluation.

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

> ☐ Yes
> X No

Please explain your response: