



Inter-American Foundation

An Independent Agency of the U.S. Government

Name of SAO: Lesley Duncan

Position title: Chief Operating Officer

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Senior Agency Official for Records Management FY 2015 Annual Report

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

Please list them below:

Inter-American Foundation (IAF) – no subsidiary bureaus or components.

2. Is your agency going to meet the *Directive* goal to manage all email records in an accessible electronic format by December 31, 2016? (*Directive Goal 1.2*)

Yes No

2a) *Provide a list of actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your progress regarding:*

The IAF follows the NARA email management guidance in NARA Bulletin 2014-06, OMB Memo M-14-16, NARA Bulletin 2013-03 and NARA Bulletin 2013-02. IAF has used Google for all agency email accounts since March 2014 and Google Vault to archive and store emails since June 2014.

All emails captured are retrievable through the Google Vault. The IAF follows the GRS and the corresponding disposition schedules.

The IAF is a small agency and does not use the Capstone approach.

- 2b) *Provide a list of the actions your agency, components, or bureaus plan to take in 2016 to meet this goal.*

The IAF has met the goal of managing all email records. The IAF continues to strengthen its records program through employee training and distribution of updates provided by NARA.

3. Has your agency taken actions to implement the 2014 amendments to the *Federal Records Act* requiring Federal employees to copy or forward electronic messages (including email, texts, chats, and instant messaging) that are federal records from their non-official accounts to official accounts within 20 days?

Yes No

Please provide a brief description of the actions taken, such as establishing policies and providing training.

The IAF has provided training regarding this Federal Records Act. All IAF employees have access to their official Google accounts from any computer, mobile phone, etc. Due to the accessibility of our official accounts, we do not have official business being done on personal email accounts.

4. Describe your agency's internal controls for managing electronic messages (including email, texts, chats, and instant messaging) of the agency head and other executives (including appropriate advisers, and other senior management staff).

The IAF President and office directors have been trained and also have access to their Google accounts. All emails and chats are captured by Gmail and archived in the Google Vault.

5. Is your agency going to meet the *Directive* goal to submit records schedules to NARA for all existing paper and other non-electronic records by December 31, 2016? (*Directive Goal 2.5*)

Yes No

- 5a) *Provide a list of the actions your agency, components, or bureaus have taken to meet this goal.*

The IAF follows the GRS and does not have specific records schedules.

5b) *Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal.*

The IAF will continue to work closely with the assigned Records Analyst at NARA to ensure that the IAF is following the GRS.

6. Is your agency going to meet the *Directive* goal to manage all permanent electronic records in an electronic format by December 31, 2019? (*Directive Goal 1.1*)

Yes No

6a) *Provide a list of the actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your progress regarding:*

The IAF follows the GRS and uses the NARA Bulletin 2014-06 for guidance on electronic records. All hard copies are currently being scanned and filed on the shared drive. Duplicate hard copies are also being disposed of when there is an electronic version in place. The shared drive and Google drive are both used at the IAF to provide staff access and ability to share documents agency-wide.

6b) *Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal.*

In 2015 and 2016 the IAF has contractors and interns assisting in our progress towards this goal. We have multiple binders of project histories that are still in hard copies. We are scanning these into electronic form and filing them in our internal shared drives. This project should be completed by 2017.

Continuous training will also be provided to staff on how to file, find and store records electronically.

7. Please provide any insight to your agency's efforts to implement the *Managing Government Records Directive* and the transition to a digital government.

The IAF has been successful in this transition to a digital government. With the help of our shared partners, most of our forms are now electronic. This has helped our staff make this transition of preparing documents, signing documents and saving documents all electronically. The challenge has been to standardize this habit of storing files in the same folder, deleting duplicates and maintaining files after employees leave the agency.

8. With regard to records management, is your agency preparing for the upcoming change in Presidential administration?

Yes No

The IAF will not experience executive staffing changes during the upcoming Presidential administration. We plan to continue to follow the same process to ensure all records are managed appropriately.

8a) *Provide a list of the actions your agency, components, or bureaus have taken to ensure records of departing senior officials will be appropriately managed during the upcoming change in Presidential administration.*

Not applicable.

8b) *Provide a list of the actions your agency, components, or bureaus plan to take in the future to ensure records of departing senior officials will be appropriately managed during the upcoming change in Presidential administration, including ensuring that federal records are not improperly removed from the agency.*

Not applicable.