



*Senior Agency Official for Records Management
2017 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* 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):

- Tina Neumann
- Managing Director, Administrative Services
- 1099 Fourteenth Street NW, Suite 700, Washington, DC 20005
- 202-521-2632

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

Millennium Challenge Corporation- All Offices
Department Administrative and Finance
Office included: OCIO, HR, DIS, ASD, FMD

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)

Yes

Please explain your response:

MCC continues to train staff on the requirement to scan all hard copies to PDF format and store them in a Shared Drive or the Agency's content management system with proper access/permissions/naming conventions/disposition/retention period. Further MCC is integrating Records Management requirements/standards into the Agency's Knowledge Management Program and in the new technology platforms such as Office365 SharePoint Online.

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)

Please explain your response and include any obstacles you are facing in planning or implementing digitization initiatives.

During the move of MCC's headquarters in 2015, a significant push was made to digitize permanent records created in hard copy and in analog formats prior to the relocation. Since the move staff have been instructed to convert records created in hard copy to electronic format on an ongoing basis. In addition, we are coordinating with NARA on device and format to use for any remaining historical photos/maps/charts. Agency Records Custodians are trained on an ongoing basis on the need to digitize permanent records.

- 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?**

Not applicable.

Please explain your response:

OMB M-17-22 did not result in re-organization of elimination of offices and or/function within MCC. We have steps in place to ensure that recordkeeping requirements and other records management needs have been or will be accounted for and implemented should a re-organization occur in the future.

- 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>)

Yes

Please explain your response:

The records management program regularly conducts an assessment of the effectiveness of the program and identifies risks and opportunities for improvement. The assessment drives the annual strategy and goals for the program which are presented to Senior Management as part of the annual strategic planning, goal setting, and budgeting process. As such, the records management program is active and on track to meet the FY18 goals.

- 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.**

*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

Please explain your response:

MCC utilizing the Capstone approach for management of senior official email and has an approved NA-1005. Further, the records management program is integrated into the onboarding and offboarding of all senior officials to include training on their records management responsibilities. Training provided during the onboarding process includes instructions on how to setup email accounts for capstone management approach, procedures for maintaining records, and an overview of the records captured when exiting out of agency.

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](#))?

Yes

Please explain your response:

Records Management requirements on aligned to the agency's technology strategy. As new systems are deployed and developed, the Records Management works closely with the deployment staff to ensure that records requirements are considered and that any adjustments to existing policies and procedures are made.

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)

- *Establish requirements for Federal agencies to manage all permanent electronic records in an electronic format to support the transition to a digital government.*
 - *Stimulate investigation of applied research in automated technologies to reduce the burden of records management responsibilities.*
 - *Enhance supervisors' and managers' skill sets.*
1. Enhance/update the resources available on NARA's site to include updating the items listed in the toolset.
 2. Establish a community of practice to foster engagement and information sharing.