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   Mr., Prem Aburvasamy
- Position title   Chief Information Officer, OCIO
- Address   1015 Half Street SE, Washington, DC 20570
- Office telephone number 202-273-3925

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

   National Labor Relations Board

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
   ☐No

National Labor Relations Board has made significant progress towards managing the agencies permanent electronic records per M-12-18 Goal 1.1 by scheduling the agencies electronic case filing system NexGen. The NexGen schedule was submitted to NLRB's assigned Archivist Mr. Cassedy in December 2017. The agency has been informed that the schedule is in the final stages and should be finalized by mid-June 2018.

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)**

   ☐Yes
   ■No

   NLRB has considered the benefits of digitizing permanent records created in other analog formats (microfilm), however, digitizing the agencies microfilm has been determined to exceed OCIO's operating budget. Therefore, all agency microfilm will be inventoried and forwarded to the National Archive for permanent disposition. Research and analysis conducted in early 2018 determined that it is not currently economically feasible to digitize microfilm records due to expected budget cuts during FY19 and FY20.

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?**

☐Yes
■No

The agency currently has no reorganization or restructure plans in place.

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
☐No

The Chief Information Officer is nominated as the Senior Agency Official for Records Management (SAROM). The Records Management is placed within the CIO's Information Assurance division to ensure records management to assist with the setting the vision and strategic direction of the Records Management Program. The following actions have been taken in 2017;

a. **Ensures the agency complies with records management statutes, policies and regulations. Additionally, advocates for financial, technological and personnel resources in support of the Agencies Records Management Program initiatives.**

b. **Ensured the department met the requirement to manage all email in an electronic format by utilizing the Capstone Approach and adopting GRS 6.1. This action fully manages all email records electronically for eventual transfer and accessioning to NARA.**

c. **Ensured the IT Department aided the Agency with managing all permanent records throughout the lifecycle electronically utilizing the agencies Electronic Records System NexGen. Submitted Records Schedule for the NexGen system for NARA's approval**

d. **The Department is updating the Agencies Records Management orientation training and annual training for all employees to ensure employees continuance records management responsibilities.**

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
    ☐No

    All incoming and outgoing Senior Officials are provided a Records Management briefing as a part of the incoming and exit processing.

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
    ☐ No

    NLRB records management functions, retention and disposition requirements have been incorporated into the IT planning process, Enterprise Architecture and the systems development life cycle processes and stages, to include but not limited to the design, development, implementation, and decommissioning of information systems, storage solutions, and cloud-based service.

    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).**

    Approval of NexGen schedule (DAA-0025-2017-001) for NLRB's Electronic Case Management System and NLRB GRS 6.1 Capstone schedule submitted 20 December 2017.