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*, including implementing proper email management and 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 9, 2017 and reports are due back to NARA no later than March 17, 2017.

NARA plans to post your 2016 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.

Instructions for Reporting

- This template covers progress through December 31, 2016.
- 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" 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: Stephen J. Klejst

- Position title: Deputy Managing Director

- Address: National Transportation Safety Board
  490 L'Enfant Plaza, SW, Washington, DC 20594

- Office telephone number: (202) 314-6098

- Email:

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

National Transportation Safety Board

2.   Did your agency and components meet the M-12-18, target goal 1.2 to manage all email records in an electronic format by December 31, 2016? (M-12-18, Goal 1.2 and OMB Circular A-130 5(h), 3(b), page 19)

☐ Yes
☐ No

If No, please list and explain which part of your agency or components did not meet the deadline?

(Please note: Through a separate reporting request we will be asking your agency records officers to provide additional information regarding compliance with this target according to the email success criteria published by NARA in April 2016. *Criteria for Managing Email Records in Compliance with the Managing Government Records Directive (M-12-18)*

3.   Did your agency and its components meet the M-12-18 target deadline to schedule all existing paper and non-electronic records by December 31, 2016? (M-12-18, Part I, Section 2.5)

☐ Yes
☐ No

If No, please list which part of your agency or components did not and why?

In progress – NTSB developed a Records Inventory Database (RID). Records Liaisons are in the process of inputting record information into the RID. Information Specialists will review the information and develop draft schedules as appropriate for all the records (paper, non-electronic, permanent and temporary) and forward to NARA. Once NARA approves the schedules Information Specialists will update the RID to include the schedules.

4. **Is your agency and its components making progress toward meeting the M-12-18 deadline to manage all permanent electronic records electronically? (M-12-18, Goal 1.1)**

       ☐ Yes
       ☐ No

If Yes, please describe this progress.

A RID was developed to capture all records which will distinguish the permanent electronic records. (see item 3 response)

If No, please list which part of your agency or components did not and why?

5. **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

Please describe your specific plans or actions.

NTSB implemented an enterprise information management system that meets the Managing Government Records Directive which staff are currently using. Trainers are available to assist any staff with any issues/concerns that may arise.

6. **Have you, as the SAORM, taken steps to include records management as a key component of your agency's information resources management strategy in accordance with the revised OMB Circular A-130, Managing Information as a Strategic Resource? (OMB A-130 5.h, page 19)**

       ☐ Yes

☐No

If Yes, please describe what steps have been taken.

- *Designated senior agency official for records management*
- *Supported the Capstone approach for managing email records including use of GRS 6.1*
- *Attended NARA sponsored SAO meetings*
- *Manage permanent electronic records electronically for eventual transfer and accessioning by NARA in an electronic format*
- *Provide guidance, as appropriate, to agency employees and contractors regarding their Federal records management responsibilities*

_____