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: Martha M. Gagné

- Position title: Deputy Associate Director, Office of Management and Administration, ONDCP

- Address: 750 17th Street, NW, Suite 325, Washington DC, 20503

- Office telephone number: 202-395-4622

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

    Please list below
    Office of National Drug Control Policy (ONDCP), Executive Office of the President (EOP)

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)**

    xYes
    ☐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
    XNo

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

ONDCP submitted a schedule applicable to all existing paper and non-electronic records prior to December 31, 2016. However, the records schedule for ONDCP is not yet approved, but it is in process, currently at the appraisal stage.

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)

xYes
☐No

If Yes, please describe this progress.

Under the guidance and direction of the White house Information Governance, Office of Administration, Executive Office of the President, ONDCP is working with the Office of Administration in developing EOP-wide electronic records management construct. This is necessary as the Office of Administration if responsible for maintaining electronic records management for all EOP components.

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)

xYes
☐No

Please describe your specific plans or actions.

ONDCP has taken action for the past two years to scan Senior Leadership permanent documents such as:

Senior Leadership Subject Files
Senior Leadership Chronological/Official Correspondence
Senior Leadership Travel files
Senior Leadership Briefings and Meeting Minutes

All electronic files are stored on a share drive and will be eventually moved into SharePoint Records Center, where they will be tagged for retention.

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)

xYes
☐No

If Yes, please describe what steps have been taken.

Yes. White House Information Governance, Office of Administration, EOP, along with the EOP components are working to implement information resources management strategy, along with best practices, across the Presidential Information Technology Community. ONDCP is in compliance with all strategic directives promulgated in OMB A-130 5.h. Further, records management training has been included in all agency on-boarding processes, as well as all out going staff have received records management briefings while out-processing.