

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

The office of External Affairs along with our Records Management department are working on the policy and training.

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).

We are in the process of establishing the internal controls and policy for managing electronic messages as well as creating comprehensive training.

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.*

We have reached out to each department to gather input on any revisions to OPIC's schedule. Once complete, we will forward to NARA for approval.

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

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:*

- *establishing an approved email policy*
- *upgrading our electronic records management system,*
- *updating our approved retention schedule (transfer to NARA)*

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

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

Since the beginning FY 11, OPIC implemented the requirement that all Federal records, being uploaded into the electronic records management system, are in electronic format. Most of the agency is in compliance, we have 3 departments that we transition by the beginning of FY 17. The only hard copy documents that will be accepted in hard copy format is our vital records.

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

Yes No

- 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.*

- *Agency Records officer working with the Executive Secretary on uploading documents into electronic records management system.*
- *Protecting the information from improper removal by establishing security protocols*
- *Updating our retention schedule to ensure information has a permanent retention, to include all electronic media*

- 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.*

- *Updated the indoctrination of senior officials to include proper handling of all media in electronic format (policy is under development).*
- *Establishing security protocols in our electronic record management system to ensure proper protection of federal information.*
- *Working closely with the Executive Secretary on proper records management procedures.*