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. Edgar Bennett*
- **Position title:**   *Director of the Budget Department*
- **Address:**   *1200 K Street, NW, Washington, DC, 20005*
- **Office telephone number:**   *202-326-4000 Ext. 3127*

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

   Pension Benefit Guaranty Corporation (PBGC)

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

   Please explain your response:
   - *PBGC Records Management Program conducted an initial assessment of one department which currently holds permanent records. Lessons learned were captured and will be used in assessments of other PBGC Departments.*
   - *Continued migration of records stored on network shared drives to Microsoft SharePoint Office 365.*
   - *Permanent email records are managed using the Capstone approach.*
   - *A digitization pilot project was conducted in one department having permanent records. Future digitization efforts will use lessons learned from this project.*

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

   Please explain your response and include any obstacles you are facing in planning or implementing digitization initiatives.
   - *PBGC is seeking to identify a scanning solution in 2018-2019 which will adhere to NARA's scanning requirements. Limited resources may limit implementation timeline.*

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

Please explain your response:
- *PBGC's 2018 and 2019 congressional budget requests approved by OMB include an increase in FTEs. As such, we have not changed our recordkeeping requirements.*

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

Please explain your response
- *I attend bi-weekly meetings with the Agency Records Officer (ARO) to discuss program activities, goals and requirements.*
- *I attend/participate in the PBGC Records Management Business Council and Records Coordinator meetings.*
- *I provide regular updates to PBGC's Executive Management Committee and Chief Management Officer.*

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

Please explain your response:
- *All PBGC employees and contractors are required to complete a Records Management Computer-Based Tutorial (CBT) during their on-boarding process.*

- *PBGC conducts and documents for accountability purposes exit briefings for departing senior officials on the appropriate disposition of records, including email, under their immediate control.*

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

    Please explain your response:

    - *Several PBGC documents provide the equivalent of an Information Management Plan. The records management program and related requirements are included in PBGC's Records Management Directive (IM 15-03), IT Strategic Plan, and Information Technology Management Directive (IM 05-07).*

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)**
    - *Digitization Guidance*
    - *Clear guidance on the functions of a successful electronic record keeping system.*
    - *Procurement requirements for acquisition of low cost efficient record keeping systems or a free shared service that is compatible with Microsoft Office 365..*
    - *Guidance on how to integrate records management into Microsoft Office 365.*