



Peace Corps

**Senior Agency Official for Records Management
2016 Annual Report**

February 22, 2017

Provide the following information (required):

- Name of SAORM **William L. Stoppel**
- Position title **Acting Associate Director of Management**
- Address **1111 20th St. NW., Washington DC 20526**
- Office telephone number **(202) 692-1426**

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

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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?

The entire Agency lacked the time and resources to meet the deadline. The Agency is planning to meet this goal in 2017.

(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?

Almost 50 years of records mismanagement cannot be reversed quickly, but the Peace Corps is trying its best. The Peace Corps has been working steadily to schedule the

records of each department and unit. In 2015, the Peace Corps hired a full-time records scheduler in an attempt to increase the number of records series for which the agency submits a Request for Records Disposition Authority. The Peace Corps has submitted 29 schedules since 2012. Despite the highly competent NARA appraisal archivist currently assigned to the Peace Corps (after a high NARA turnover – 3 appraisal archivists in rapid succession), and the lengthy process by which agencies are required to get schedules approved, 25 schedules have been approved since 2012. The Peace Corps plans to submit an additional 5-7 schedules in 2017.

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.

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

The Peace Corps' electronic records management program was defunded last year. At this time, there are no plans to fund the program, so the agency is relying on individual users to save permanent electronic records in appropriate server folders until their disposition date is reached.

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.

The Peace Corps has digitized several groups of permanent hard copy records. Almost all permanent records are currently born electronically.

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