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: Barry Walters

- Position title: Director, Office of Support Operations

- Address: 100 F St. NE, Room SP2-2705
                            Washington, DC 20549

- Office telephone number: 202-551-6395

- Email:

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

Please list below
The U.S. Securities and Exchange Commission

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)

                    X 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)

                    X Yes
                    ☐ No

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

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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)**

      X Yes
      ☐ No

    If Yes, please describe this progress.
    If No, please list which part of your agency or components did not and why?

In 2016, the SEC submitted nine records schedules to NARA, and seven of those have been approved. ORMS also worked with the Office of Information Technology (OIT) and the Office of Acquisitions (OA) to incorporate records management requirements into the systems development lifecycle (SDLC), and issued standard records management requirements language to include in all contracts involving the procurement of electronic information systems that capture and maintain SEC records.

ORMS ensures the file plans and existing records schedules of the agency's Divisions and Offices are current and accurate, and recommends corrective action plans for any identified deficiencies. ORMS also works directly with the Divisions and Offices to guarantee records schedules are submitted to NARA as needed.

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)**

      X Yes
      ☐ No

    Please describe your specific plans or actions.

As business processes evolve, ORMS remains focused on supporting the Divisions and Offices to ensure all permanent SEC records created in hardcopy and analog formats are electronically captured and retained in a manner that is acceptable for accessioning to NARA. To achieve this, ORMS collaborates with staff to identify, catalog, and properly schedule records in all formats, including those maintained in electronic information systems (EIS).

ORMS also requires the series media type for all new records schedule submissions that are proposed as permanent be designated as electronic, unless there is regulatory requirement or a legitimate business need for maintaining the records in a non-electronic format.

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ORMS works with system development teams to ensure that the full lifecycle management of record data—including end-of-cycle disposition actions—is built into system and process designs. In addition, ORMS provides OIT Project Managers with baseline records management requirements to use for all electronic information system initiatives that will contain records.

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)

> X Yes
> ☐No

If Yes, please describe what steps have been taken.

The Commission ensures its records are managed and treated as information resources in accordance with OMB Circular A-130. The SEC's Records and Information Management Program is governed by SEC Administrative Regulation (SECR) 7-1, which prescribes policies and procedures regarding the creation, organization, maintenance, use, and disposition of all SEC records. ORMS also conducts biennial assessments and regular reviews of the Program's activities and business practices to identify gaps, and maintains processes and procedures that are consistent with the requirements in OMB Circular A-130 and in compliance with all other federal regulations and SEC policies.