The National Archives and Records Administration (NARA) requires Senior Agency Officials for Records Management (SAORM) to provide an annual report demonstrating how agencies are handling important records management initiatives as identified by NARA.

NARA uses the reports to determine the overall progress of the Federal Government in managing its records and the transition away from paper to digital formats and to identify best practices and model solutions within Federal agencies.

The reporting period begins on <u>March 11, 2019</u> with reports due back to NARA no later than <u>April 19, 2019</u>.

NARA plans to post your 2018 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, 2018.
- 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 rmselfassessment@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: Christopher A. Luer
- Position title: Deputy Director of Administration
- Address: 330 Independence Ave. Washington DC 20237

1. **What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately? Please also indicate any that are new or have been changed due to reorganization or other circumstances.**

The United States Agency for Global Media, (formally known as the Broadcasting Board of Governors) includes four major components:

- Voice of America; (VOA)
- Office of Cuba Broadcasting; (OCB)
- International Broadcasting Bureau; (IBB)
- Office of Technology, Services, and Innovation; (TSI)

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)**

Response: Yes, in 2018 USAGM was actively engaged in market research for vendors who provide ERM solutions. As a result, we have settled on a contractor. USAGM will be moving towards managing the majority of our records electronically by December 31, 2019.

3. **Has your agency implemented a plan that aligns to the criteria and requirements published by NARA in its _Criteria for Successfully Managing Permanent Electronic Records_ (March 2018)?**

Response: Yes, a draft is completed and is under review for comments. We expect to begin implementing the plan in the summer of 2019.

4. **As included in the Administration's _Delivering Government Solutions in the 21st Century: Reform Plan and Reorganization Recommendations_ (June 2018), NARA will no longer accept paper records after December 31, 2022. Is your agency developing**

strategic plans, goals, objectives, and initiatives that will enable it to comply with this deadline?

The Reform Plan states:
Transition to Electronic Environment: *Transition Federal agencies' business processes and recordkeeping to a fully electronic environment, and end the National Archives and Records Administration's acceptance of paper records by December 31, 2022. This would improve agencies' efficiency, effectiveness, and responsiveness to citizens by converting paper-based processes to electronic workflows, expanding online services, and enhancing management of Government records, data, and information.*

Response: Yes, this is included in the plan for aligning the criteria for managing permanent electronic records. Moreover, USAGM has been aggressively pursuing purging the agency of paper records that have reached the end of their retention dates with its annual *Spring Cleaning* campaign. As a result, we have sent more than 700 boxes of permanent and temporary records to FRC and Iron Mountain facilities.

5. **Is your agency utilizing General Service Administration's Schedule 36 to procure solutions to assist in transitioning to an Electronic Environment?**

   Response: Yes, see response to Question#2

6. **Have you, as the SAORM, established or improved your agency procedures that ensure 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.

   Response: Yes, not only are agency Senior Officials, but all employees receive information on records management responsibilities prior to onboarding and all employees must now clear the records manager when out-processing.

7. **Have you, as the SAORM, ensured that your records management program has the support and resources it needs to be successful? (See NARA Bulletin 2017-02: *Guidance on Senior Agency Officials for Records Management*)**

Response: Yes, our records management program has been robust since hiring a full time records manager in 2017 (0308) and they have received the support and resources required to be successful. USAGM management will continue to provide these resources in 2019 and beyond

8. **Have you, as the SAORM, implemented an appropriate role-based records management training program that covers recordkeeping responsibilities for all staff including those with dedicated records management roles, Federal employees, contractors, senior executives and appointees? (See NARA Bulletin 2017-01: *Agency Records Management Training Requirements*.**

   Response: No, however we have policies in place that will allow us to implement as appropriate. We have, as mentioned earlier implemented onboarding and out-processing responsibilities

9. **Have you, as the SAORM, taken steps to direct and support Records Management staff in implementing an evaluation or auditing process to ensure records management directives, policies, procedures, and retention schedules are being properly implemented?**

   Response. Yes, policies are in place and the records manager provides guidance and assistance to staff to implement our records management processes.

10. **Do you need support from NARA to ensure a successful transition to fully electronic recordkeeping?**

    Not at this time.