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):

- William Rothenbecker

- Vice President for Operations

- 2301 Constitution Ave. NW, Washington, DC 20037

- 202-429-7970

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

     United States Institute of Peace

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
     X No

     If No, please list and explain which part of your agency or components did not meet the deadline?

     All institute email is stored and accessible in an electronic system, but at this time all of our email remains unscheduled so no retention or other management policies are applied. All email is treated as permanent and retained indefinitely.

     (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
     X No

     If No, please list which part of your agency or components did not and why?
     A majority of USIP records remain unscheduled at this time due to insufficient records management staff time and ongoing questions about the responsibilities of USIP as related to the National Archives.

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.
At this time all records created electronically are stored and backed up in electronic systems. Because almost all USIP records remain unscheduled these electronic records are being treated as permanent and retained indefinitely or until they can be scheduled and retention periods properly applied.

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

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
X No

Please describe your specific plans or actions.

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
X No

If Yes, please describe what steps have been taken.