

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



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](mailto: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  
Cynthia Metzler
- Position title  
Chief Administrative Services Officer
- Address  
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WASHINGTON DC 20405-0001
- Office telephone number  
(202) 357-9697
- Email

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

This report covers the General Services Administration, which includes the Federal Acquisition Service, the Public Building Service, and the Technology Transformation Service.

**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?

(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?

GSA submitted records schedules to NARA in FY16 and is waiting on their approval.

**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.

GSA is in the process of rolling out a new Electronic Document Management System (EDMS), which will enable GSA to manage all permanent electronic records electronically.

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

☐ No

Please describe your specific plans or actions.

GSA is making solid progress towards being compliant with OMB Memorandum M-12-18 Goal 1.1, In conjunction with GSA's development and rollout of an Electronic Document Management System (EDMS), GSA will be identifying all permanent records so that they can be managed, and later transferred to NARA electronically. This process will also identify any permanent records remaining in analog formats that can be digitized for entry into the EDMS.

**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

GSA has taken four specific steps to better integrate records management with the agency's information resources management:

- 1) In FY16, GSA combined FOIA and Records Management operations into a single organization to improve access to the agency's information resources.
- 2) GSA, through the Office of the Chief Information Officer and in coordination with the Office of Administrative Services, is in the process of developing an Electronic Document Management System (EDMS) that will improve agency-wide electronic records management with built-in records management capabilities. This solution will enable GSA to manage all permanent electronic records electronically to the fullest extent possible for eventual transfer and accessioning by NARA in an electronic form."
- 3) GSA is pursuing the hiring of records management professionals to improve the agency's ability to ensure the proper access, retrieval, and management of records throughout their life cycle and to ensure the proper and timely disposition of Federal Records. GSA has also converted key records management personnel to the OPM Series 308 job classification to ensure proper organizational alignment of records management staff and is increasing the records management staff by two Senior Records Officers during FY17. Additionally, GSA's Office of Administrative Services is ensuring that each GSA Regional Office has a liaison directly accountable for records management activities involving the storage, access and disposition of agency records.
- 4) GSA is increasing the amount of records management training in FY17 as the number of employees with direct records management responsibility increases. This training is in addition to the annual required training to all agency employees regarding their Federal records management responsibilities.