

VA Enterprise Records Service Fact Sheet

Implementation of the Managing Government Records Directive

The Presidential Memorandum, *Managing Government Records*, issued on November 28, 2011, announced the beginning of an Executive Branch-wide effort to reform records management policies and practices and to develop a 21st century framework for the management of Federal records. In the Memorandum, the President directed that the Office of Management and Budget (OMB) and the National Archives and Records Administration (NARA) issue a Federal records management directive by the end of July 2012. The new directive, issued on August 24, 2012, outlines the goals, target objectives and actions required by Federal agencies and the actions required as well by NARA, OMB, and the Office of Personnel Management (OPM) to support agency records management programs. The Directive requires agencies to work toward two main goals, each of which is supported by a set of sub-goals:

- ▶ Require electronic recordkeeping to ensure transparency, efficiency, and accountability:
 - By December 2019, Federal agencies will manage all permanent electronic records in an electronic format, and must develop plans to do so by December 2013
 - By December 2016, Federal agencies will manage both permanent and temporary email records in an accessible electronic format
- ▶ Demonstrate compliance with Federal RM statutes and regulations:
 - By December 31, 2014, Federal agencies must establish records management training for appropriate staff
 - Agencies must designate a Senior Agency Official (SAO) for Records Management
 - Records Officers shall ensure that permanent records are identified for transfer and reported to NARA
 - SAOs shall ensure that records are scheduled

The Directive also identifies target objectives and actions that are to be completed by all Federal agencies between FY 2013 and FY 2019 in support of these goals as well as the actions to be taken by NARA, OMB, and the Office of Personnel Management (OPM) to support agency records management programs. In order to achieve these goals, agencies are required to designate a Senior Agency Official (SAO) for Records Management to be responsible for implementation of the Directive. VA designated John Oswalt (Associate Deputy Assistant Secretary for Policy, Privacy and Incident Response) as the VA SAO. The SAO with the support and assistance of the VA Records Officer will provide leadership and oversight for VA's efforts to implement the actions required by the Directive.

Key Records Management Points of Contact:

SAO for Records Management - John Oswalt

VA Records Officer/Director of the Enterprise Records Service - Samuel Nichols

Alternate VA Records Officer - Martin L. Hill