

Provide the following information (required):

Name of SAORM: Keith Vaughn  
Position title: Chief Information Officer  
Address: 500 E Street SW Washington, DC 20436

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

*Please provide a list, and also indicate any that are new or have been changed due to reorganization or other circumstances.*

**U.S. International Trade Commission**

**2. Has the COVID-19 pandemic impacted policies or practices related to records management at your agency?**

Yes

No

Do not know

*Please explain your response (include details of specific challenges, if applicable):*

**- Limited access to hard copies of records maintained in the USITC building as well as hard copies of records at the USITC's commercial storage facility**

**- Disposition of temporary hard copies of records maintained at USITC and at USITC's commercial storage facility**

**- Transfers of the permanent hard copies of legacy records maintained at the USITC building to the National Archives**

**3. Does your agency have an established information governance framework that integrates records management, data management, and other agency information lines of business? (This includes a relationship between CIO, CDO, SAORM, DRO/ARO, RM Staff, Security, Privacy Officers, and FOIA)**

Yes

No

Do not know

*Please provide details. If 'Yes,' provide details on how your RM program is integrated into this framework. If 'No' or 'Do not know,' please explain your response.*

**A variety of internal working groups ensures that records management is integrated with USITC information lines of business. Along with these working groups, the Records Officer builds and maintains a fruitful and positive working relationship with the CIO/SAORM, Security, the Privacy Officer, and the FOIA Office.**

**4. Will your agency meet the goal to manage and preserve all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)**

Yes

No

Do not know

*Please explain your response (include specific goals, example metrics, and/or challenges):*

**- Permanent records are created electronically and are stored in either EDIS or in the Shared Drive. The Records Officer works with the offices to retain these permanent records (and their metadata) electronically.**

**-Email records of Capstone officials are maintained and retained electronically in the cloud.**

**- When these records meet retention, they will be packaged and transferred to the National Archives in accordance with the appropriate USITC records disposition schedule.**

**5. Will your agency meet the goal to manage and preserve all temporary records in an electronic format by December 31, 2022? (M-19-21, 1.3)**

Yes

No

Do not know

*Please explain your response (include specific goals, example metrics, and/or challenges):*

**Temporary records are created electronically and stored in either SharePoint for collaboration purposes or in the Shared Drive. The Records Officer works with offices to manage the temporary records electronically throughout their lifecycle.**

**6. Does your agency have plans to submit to NARA a request for an exception to the M-19-21 requirements before December 31, 2022?**

Yes

No

Do not know

*Please explain your response. If 'Yes,' please include an estimate of when you plan to submit an exception and any relevant details. If 'No' or 'Do not know,' please explain your response.*

**USITC will meet the requirements as listed in M-19-21, sections 1.2 and 1.3 before December 31, 2022.**

**7. Is your agency utilizing the General Services Administration's Special Item Number for Electronic Records Management (518210 ERM) 6 to procure solutions to assist in transitioning to an Electronic Environment?**

Yes

No

Do not know

*Please explain your response. If 'Yes,' please include specific examples and how this will support records management processes. If 'No' or 'Do not know,' please explain.*

**USITC has a solution in place.**

**8. Has your agency developed plans to meet the requirements of M-19-21, 1.3 to store**

**temporary records in commercial storage facilities by December 31, 2022?\***

Yes

No

Do not know

*\*M-19-21, 1.3 includes closing of agency-operated storage facilities and no new transfers of paper records to the Federal Records Centers.*

*Please explain your response. If 'Yes,' provide details about the use of commercial storage and other changes related to storage. If 'No' or 'Do not know,' please explain.*

**USITC has always used commercial storage for records storage and services.**

**9. Do you, as the SAORM, see challenges within your agency in meeting the goal of fully-electronic recordkeeping?**

Yes

No

Do not know

*Please explain your response (include details of specific challenges, if applicable):*

**10. NARA is always working on ways we can make your role as the SAORM easier, improve how we interact with you and how you interact with each other. Do you have any suggestions?**

Yes

No

Do not know

*Please explain your response (include any comments on previous NARA SAORM engagements, topics for future engagements, or other suggestions):*

**Present level of engagement is sufficient for existing needs.**