

Agency name: Merit Systems Protection Board

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The Merit Systems Protection Board (MSPB) is submitting this report in response to the Presidential Memorandum, "Managing Government Records," dated November 28, 2011. The MSPB is revitalizing its records management program. We hired a new Director of Information Services Team to oversee this effort. In addition, we hired a new Records Information Officer to lead the effort in revitalizing the MSPB records management program. During the initial phase of this effort, we will conduct a full assessment of MSPB records management programs at our headquarters components, regional and field offices. Thus far, the Information Services Team has identified five essential areas of focus for the 1st phase of the records management revitalization project.

Section 2(b)(i)

1. The MSPB will establish a mandatory records management training program and integrate it into MSPB employee mandatory training requirements. The MSPB electronic records consist of emails, social media, word processing documents, spreadsheets, web content and forms. The mandatory MSPB training, and identifying an "Electronic Records Management System," is a priority for the MSPB.
2. The MSPB will identify and train Headquarters and Regional Records Liaisons (RLs). In addition, the MSPB Records Information Officer will work closely with the RLs to ensure MSPB records are managed through their entire life cycle.
3. The MSPB will lead the effort for a comprehensive Board-wide records inventory project that will primarily focus on paper and electronic records. To execute this task, the MSPB Records Information Officer will prepare inventory documentation to support the inventory project. Upon completion of the required documentation, the MSPB Senior Official for Records will review and approve the documentation.

