

Senior Agency Official for Records Management
2020 Annual Report

The National Archives and Records Administration (NARA) requires Senior Agency Officials for Records Management (SAORM) to provide an annual report demonstrating how agencies are handling important records management initiatives as identified by NARA.

NARA uses the reports to determine the overall progress of the Federal Government in managing its records and the transition away from paper to digital formats, and to identify best practices and model solutions within Federal agencies.

On June 28, 2019, the Office of Management and Budget and the National Archives issued a memorandum: Transition to Electronic Records (M-19-21) to ensure that all Federal records are created, retained, and managed in electronic formats by December 31, 2022. This year's SAORM report provides an opportunity for agencies to report on plans and progress towards the milestones and target goals in this memorandum, as well as other important records management initiatives. The reporting period begins on January 19, 2021, and reports are due back to NARA no later than March 19, 2021.

NARA plans to post your 2020 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. NARA intends to list any non-responding agencies in a summary report and on the website.

Instructions for Reporting:

This template covers both records management program developments towards the transition to electronic recordkeeping outlined in M-19-21 through December 31, 2022, and other aspects of agency records management programs.

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 rmselfassessment@nara.gov. Include the words "SAORM 2020 Annual Report – [Agency Name]" 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.

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

Central Intelligence Agency

2. Has the COVID-19 pandemic changed any 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): While the COVID pandemic has impacted staffing, it has not changed any policies or practices related to records management.

3. Does your agency have an established information governance framework that connects records management, data management, and other agency information lines of business? (A relationship between CIO, CDO, SAORM, DRO/ARO, RM Staff)

Yes

No

Do not know

Please provide details on what support is needed: The records management staff and the data management staff are closely aligned, with both reporting to the CIO.

4. Has your agency made progress towards managing 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 and example metrics): The vast majority of permanent records are currently managed in electronic format with the appropriate metadata. Of the outliers the majority are records series that exist only in paper and will have to be digitized to be managed electronically. Those records are still in paper but are managed and tracked in a system with the appropriate metadata.

5. Has your agency made progress towards managing 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 and example metrics): There are only a few temporary records series that are still managed in paper. These series, currently, only exist in paper. They are managed and tracked in a system with the appropriate metadata. Efforts are currently underway that will transition the business process allowing the records to be captured and managed electronically.

6. Is your agency investing resources in IT to support the transition to electronic recordkeeping?

Yes

No

Do not know

Please explain your response. If Yes: Please include specific examples of resources and how this will support records management processes. If No or Do not know: Please explain.

The Agency is investing in IT resources to manage current mission and business process and records in a digital format throughout the records lifecycle. Additional resources are being dedicated to

systems to capture and manage electronic records as well as to digitize analog records.

7. To meet the requirements of M-19-21, 1.3, related to records storage facilities, does your agency have plans to use commercial storage to replace agency-operated records centers and NARA Federal Records Centers by December 31, 2022? (M-19-21, 1.3)

Yes

No

Do not know

Please explain your response (include specific goals and example metrics): No commercial records centers have been identified that are capable of meeting the storage requirements for CIA's records. An exception request is being drafted for NARA that details challenges related to the requirements of M-19-21, 1.3.

8. Does your agency have policies and procedures that include documentation to ensure records of newly appointed and outgoing senior officials* are properly captured and/or processed and not improperly removed, altered, or deleted including electronic records and email?

*Senior officials are the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.

Yes

No

Do not know

Please explain your response (include specific details of policies and procedures): Policies and procedures are in place to capture the records of newly appointed and outgoing senior officials. Senior officials are briefed on their records management responsibilities and all email for senior officials is captured and protected.

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): For permanent records the challenge is the existence of records series for which the only complete record is paper. For temporary records the challenge is the costs (resources and personnel) required to fully transition may continue to exceed the value of doing so for records that have a short term retention. For legacy records the challenge is resources and a lack of standards for digitizing the records.

10. Do you have suggestions for NARA to improve its engagement with you as the SAORM?

Yes

X No

Do not know

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