



## ***2024 Senior Agency Official for Records Management 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
- to identify best practices and model solutions within federal agencies

On December 23, 2022, OMB and NARA issued a memorandum, *Update to Transition to Electronic Records* ([M-23-07](#)) that reinforced the goals in [M-19-21](#) and extended the 2022 deadlines to June 30, 2024. It is critical that Federal agencies move beyond paper-based processes and embrace the opportunities afforded to improve Government by transitioning fully to an electronic environment.

This year's SAORM report provides an opportunity for agencies to report on their progress towards electronic recordkeeping under these requirements, as well as other important records management initiatives.

**The reporting period begins on January 13, 2025, and reports are due back to NARA no later than March 14, 2025.**

NARA will post your 2024 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 on our website.

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Instructions for Reporting:

- This template covers records management program developments, including those related to the transition to electronic recordkeeping as required by M-19-21 and M-23-07.
- 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 [rmsselfassessment@nara.gov](mailto:rmsselfassessment@nara.gov). Include the words “2024 SAORM 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.

NARA may follow up with agencies to obtain additional information and/or documentation related to responses provided in the template.

Please provide the following information (required):

- Name of SAORM: Mr. Antione McCord
- Position title: Chief Information Officer/SAORM

**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 indicate any that are new or have been changed due to reorganization or other circumstances.*

Countering Weapons of Mass Destruction (CWMD)  
Customs and Border Protection (CBP)  
Cybersecurity and Infrastructure Security Agency (CISA)  
Federal Emergency Management Agency (FEMA)  
Federal Law Enforcement Training Centers (FLETC)  
Office of the Executive Security (ESEC)  
Immigration and Customs Enforcement (ICE)  
Intelligence and Analysis (I&A)  
Management Directorate (MGMT)  
Office of Civil Rights and Civil Liberties (CRCL)  
Office of Health Security (OHS)  
Office of Inspector General (OIG)

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Office of General Counsel (OGC)  
Office of Legislative Affairs (OLA)  
Office of the Immigration Detention Ombudsman (OIDO)  
Office of Public Affairs (OPA)  
Office of Partnership and Engagement (OPE)  
Office of Operations Coordination (OPS)  
Office of Strategy, Policy, and Plans (PLCY)  
Privacy Office (PRIV)  
Science and Technology Directorate (S&T)  
Transportation Security Administration (TSA)  
U.S. Citizenship and Immigration Services (USCIS)  
U.S. Coast Guard (USCG)  
U.S. Secret Service (USSS)

No offices will report separately.

**2. Did your agency meet the goal to manage all permanent records in an electronic format to the fullest extent possible for eventual transfer and accessioning by June 30, 2024? (M-19-21, 1.2 and M-23-07, and 1.1)**

- Yes  
 No  
 Not applicable, all records were already in electronic format

*If No, why not? (Include if you already submitted or will still be submitting an exception request and/or details of specific challenges your agency had in meeting the goal.)*

The full implementation for the Department was not completed before the June 30, 2024 deadline. DHS continues to work on noted challenges to meeting this mandate in full; however, some mitigation has extended beyond the designated deadline. There are some operating components who have not fully digitized all paper/analog records or automated every aspect of managing its electronic information. These components are currently in varied phases of their goal to become fully electronic and were granted extensions by NARA. The Department continues working vigorously toward the goal of being fully compliant by FY26.

**3. Did your agency meet the goal to manage and preserve all temporary records in an electronic format by June 30, 2024? (M-19-21, 1.3 and M-23-07, 1.3)**

- Yes  
 No  
 Not applicable, all records were already in electronic format

*If no, why not? (Include if you already submitted or will still be submitting an exception request and/or details of specific challenges your agency had in meeting the goal.)*

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**4. Did your agency meet the requirements of M-19-21, 1.3 and M-23-07, 1.3 to close agency-operated records storage facilities by June 30, 2024? (Choose all that apply)**

- Yes  
 No  
 Not applicable, my agency did not have agency-operated records storage facilities  
 Not applicable, all records were already in electronic format

*If no, why not? (Include if you already submitted or will still be submitting an exception request and/or details of specific challenges your agency had in meeting the goal.)*

**5. Did your agency meet the requirements of M-19-21, 1.3 and M-23-07, 1.3 to transfer inactive, temporary analog records to NARA Federal Records Centers (FRC) or commercial storage facilities by June 30, 2024? (Choose all that apply)**

- Yes, we transferred the records to the FRC.  
 Yes, we transferred the records to commercial storage facilities.  
 No  
 Not applicable, all records were already in electronic format

*If no, why not? (Include if you already submitted or will still be submitting an exception request and/or details of specific challenges your agency had in meeting the goal.)*

**6. Are you supporting the implementation and closure of any corrective actions that resulted from a finding and recommendation documented in a NARA inspection or assessment of your agency's RM program?**

- Yes  
 No  
 Not applicable, my agency is not under a plan of corrective action.

*If Yes, please explain how you are supporting the implementation and closure of the corrective actions. If No, why not?*

**7. Are you advocating for the agency's records management program and ensuring that it documents the organization's activities and decisions by participating in meetings and working groups dedicated to improving records management in your agency?**

- Yes  
 No

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*If Yes, please explain how. If No, why not?*

The DHS RIM Program Division supports all programmatic efforts, including determination of the most cost-effective and viable Electronic Records Management solutions and managing physical records. As the SAORM, I approved a Programming Decision Option (PDO) to ensure RIM's ability to modernize records management processes. We are fostering relationships that includes continued advocacy and support of the records management program to guarantee the preservation of all records in DHS. Participation in relevant council and committee meetings are a priority, as we move to further enhance the program's performance.

**8. Are you ensuring the agency protects records against unauthorized disposition (e.g., destruction, deletion, alteration, removal, or loss) as defined in NARA regulations and guidance?**

Yes

No

*If Yes, please explain how. If No, why not?*

The agency provides annual records management training for all employees that includes specific guidance on penalties and steps to take for such dispositions to prevent unlawful destruction and removal. In addition, each onboarding employee receives a records management briefing on how to maintain and preserve records which includes detailed guidance on protecting against unlawful removal and disposal of records. Other engagements employed to ensure employee compliance with preserving records, such as enterprise-wide annual records awareness events, topic-based records clinics and structured enterprise-wide records management committees/councils that meet quarterly/monthly to discuss and provide updates on new and existing records management policies and standards.

**9. Is there specific policy or guidance you need from NARA to support the strategic direction of your records management program?**

Yes

No

*Please explain your response and include any comments on existing, pending, and future topics.*