



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.

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. 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: **Toni Reddish**
 - Position title: **Chief Administrative Officer**
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1. **What agencies, bureaus, components, or offices are covered by this report and your position as SAORM, and which will be reporting separately?**

The Defense Nuclear Facility Safety Board (DNFSB) is an independent agency, and all components are covered in this report.
 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

The agency made major progress by eliminating many hardcopy files scheduled for disposition. DNFSB plans to be in substantial compliance with the mandate to manage, preserve and transfer all permanent records electronically, with

appropriate metadata, by Sept.2025. The agency's internal stakeholders have been consulted. The agency plans to identify, procure, and implement a records management application during FY2025 with the ability to search metadata, as budgetary resources allow.

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

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

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

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

DNFSB is actively updating the RM directive and operating procedure as well as updating the agency's records schedule.

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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

DNFSB has established a team that includes personnel in records management, IT, contracts, budget, and the Executive Secretariate to coordinate and collaborate across technical and functional areas. The team facilitates DNFSB's decision-making about specific tools and systems used and how to strategically leverage information to support workload management, asset management, project management, and more.

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

All agency staff are required to follow DNFSB's Records Management Program Directive D-421.1. This directive established policies and assigns responsibilities for all DNFSB staff. It also provides specifications for decisions and accountability of DNFSB's framework to ensure appropriate evaluation, creation, storage, use, archiving and deletion of information, as required.

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

☐ Yes

☒ No

Comment from FY23 SAORM Annual Report –

The most beneficial support would be if NARA led the establishment of a cross-platform government-wide Software as a Service (SaaS) records management system. The system could be designed to provide records management functions of creation, storage, indexing, retrievability, reporting, and meta-data for all agency records across platforms (network drives, chat functions, voicemail and video mail, email, one drive) and compatible with different software programs (SharePoint, Teams, Outlook, Adobe, etc.) with

integrated functionality for FOIA, Sunshine Act, FACA, and records management requirements. Making such a system available to small agencies would reduce non-compliance risks and allow for economies of scale.