

*Senior Agency Official for Records Management
2019 Annual Report
DoD Component Input from **National Reconnaissance Office (NRO)***

The DoD Senior Agency Official for Records Management (SAORM) will be submitting the annual report as required by National Archives and Records Administration (NARA).

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.

Instructions for Reporting

- This template covers records management program developments towards the transition to electronic recordkeeping outlined in M-19-21 through December 31, 2019.
- Question #1 will be answered by the DoD SAORM and does not require DoD Component input.
- Questions #2, #3, #4, #6, #7, and #9 require all DoD Components to provide a response.
- For Questions #5 and #8, the DoD SAORM requests that Components provide any information that may be applicable.
- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.
- Please ensure that your Component's response is a publicly releasable version as NARA posts SAORM reports to the NARA website.

1. **What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately? Please also indicate any that are new or have been changed due to reorganization or other circumstances.**

DoD SAORM will provide this response. No DoD Component input is required.

2. **Is your DoD Component managing all permanent electronic records in electronic format as of December 31, 2019? (M-19-21, 1.1)**

Yes

No

Please explain your response:

NRO's permanent electronic records are captured in the NRO Repository in accordance with NARA guidance and in compliance the NRO Buckets Record Control schedule.

3. Has your DoD Component made progress towards managing all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)

DoD Note: Please respond for your DoD Component. DoD SAORM will provide input for progress made at the DoD level.

- Yes
 No

Please explain your response (include specific goals and example metrics):

The NRO Document Conversion Center (DCC) effort to fully digitize the NRO Records Center and recent technical enhancements to the NRO Repository will optimize the capture of metadata.

4. Has your agency made progress towards managing all temporary records in electronic format? (M-19-21, 1.3)

- Yes
 No

Please explain your response (include specific goals and example metrics):

Approved NA Form 1005 and Email Policy is in place. Offices continue to transition to managing their permanent and temporary records electronically.

5. Have you, as the SAORM, taken steps to ensure that your records management program complies with the Federal Records Act and its regulations through strategic plans including performance goals, objectives and measures? (M-19-21, 1.4)?

DoD Note: DoD SAORM will provide this response at the DoD level. Please include any specific information for your component's records management program and senior leader support that is applicable.

- Yes
 No

Please explain your response (include specific goals and example metrics):

NRO is in the process of digitizing our records center with a goal to complete paper records by the end of CY 2020. NRO also tracks progress toward the ingestion of NRO Capstone official's permanent emails into the NRO repository.

6. If applicable, have you identified all agency-operated records centers and made plans to either close them before December 31, 2022, or have you submitted a request to NARA for an exception? (M-19-21, 1.3)?

DoD Note: Please respond for your DoD Component. DoD SAORM will provide input at the DoD level.

Yes

No

Please explain your response (include specific goals and example metrics):

NRO plans to close the NRO Records Center prior to 2022 in keeping with our digitization goals for NRO.

7. Does your DoD Component have procedures that include documentation to ensure records of 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

Please explain your response (include specific details of procedures):

Policies, procedures, and staff are in place to ensure that all senior officials' records are managed and that they understand their responsibilities.

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

DoD Note: DoD SAORM will provide this response at the DoD level. Please include any specific information for your component's records management program and senior leader support that is applicable.

Yes

No

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

NRO is well on the way toward achieving the fully electronic recordkeeping objective prior to 2022.

9. Do you need support from NARA to ensure a successful transition to fully-electronic recordkeeping?

Yes

No

Please provide details on what support is needed:

NRO will continue to partner with and seek guidance from NARA, but we do not need assistance to meet our NRO electronic recordkeeping goals at this time.