

Senior Agency Official for Records Management 2021 Annual Report

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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?**
Southeastern Power Administration
- 2. Has the COVID-19 pandemic changed any policies or practices related to records management at your agency?**
Yes. Southeastern has increased the number of employees with electronic PIV card signature capability. Southeastern has also implemented a new system for Administrator correspondence to capture all correspondence from the Administrator during maximum telework.
- 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. Southeastern is a small agency which mainly still remains with a paper filing system. Southeastern is upgrading Office 365 in order to enable the beginning of a transition to electronic records management.
- 4. Will your agency meet the goal to manage and preserve all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)**
No. Due to limited budget and staff, the agency will not be able to complete the transition by December 31, 2022.
- 5. Will your agency meet the goal to manage and preserve all temporary records in an electronic format by December 31, 2022? (M-19-21, 1.3)**
No. Due to limited budget and staff, the agency will not be able to complete the transition by December 31, 2022.

6. **Does your agency have plans to submit to NARA a request for an exception to the M-19-21 requirements before December 31, 2022?**

Currently, the agency is considering requesting an extension.

7. **Is your agency utilizing the General Services Administration's Special Item Number for Electronic Records Management (518210 ERM) 6 to procure solutions to assist in transitioning to an Electronic Environment?**

No. Southeastern will be utilizing Microsoft 365 (M365) Playbooks developed by Department of Energy Headquarters and the newly revised DOE Order 243.1C, Records Management Program (Approved: 2-7-2022) to assist in transitioning to an Electronic Environment.

8. **Has your agency developed plans to meet the requirements of M-19-21, 1.3 to store temporary records in commercial store facilities by December 31, 2022?**

No. The agency will move forward on plans for permanent records before addressing temporary records. The agency is considering use of commercial storage facilities.

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

Yes. SEPA is a small agency with limited budget and staff. During the pandemic, there was limited access to paper files in the building.

10. **NARA is always working on ways we can make your role as the SAORM easier, improve how we interact with you and how you interact with each other. Do you have any suggestions?**

No. There are no suggestions.