



Senior Agency Official for Records Management 2023 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 (OMB) and NARA issued a memorandum, *Transition to Electronic Records* ([M-19-21](#)), to ensure that all federal records are created, retained, and managed in electronic formats. M-19-21 gave agencies until the end of December 2022 to comply with several specific deadlines.

On December 23, 2022, OMB and NARA issued a new memorandum, *Update to Transition to Electronic Records* ([M-23-07](#)) reinforcing the goals in M-19-21 and extending the 2022 deadlines to June 30, 2024.

Additionally, on January 1, 2021, Congress enacted the Preservation of Electronic Messages and Other Records Act, amending 44 U.S.C. Chapter 29, that requires the electronic capture, management, and preservation of such electronic records in accordance with the records disposition requirements of 44 U.S.C. Chapter 33.

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

The reporting period begins on January 8, 2024, and reports are due back to NARA no later than March 8, 2024.

NARA plans to post your 2023 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 “SAORM 2023 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.

As in previous years, we will be validating selected questions and responses from agencies. Your agency may be selected at random to provide additional documentation and/or take part in interviews to discuss your records management program activities.

Provide the following information (required):

- Name of SAORM: Fred Ames
- Position title: Assistant United States Trade Representative for Administration

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.

All offices of the United States Trade Representative (USTR) are covered by this report and my position as the SAORM. No offices are reported separately. None of the offices are new or have been reorganized as of the filing of this report.

2. Will your agency meet the goal to manage, preserve and transfer all permanent records in an electronic format with appropriate metadata by June 30, 2024? (M-19-21, 1.2 and M-23-07, 1.1 and 1.2)

- Yes
 No

Not applicable, all records are in electronic format

If 'No,' why not? (Please include if you will be submitting an exception request and/or details of specific challenges in meeting the goal.)

USTR, and the greater enterprise-wide EOP, is committed to the underlying goals laid out in M-19-21 and M-23-07 in transitioning to a fully electronic environment. In preparing for this transition, the agency conducts all business in electronic formats with appropriate metadata requirements considered and included in the building of new systems.

USTR has prioritized records clean up across the agency to ensure all textual records are transferred to appropriate repositories before the extended deadline.

3. Will 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 are in electronic format

If 'No,' why not? (Please include if you will be submitting an exception request and/or details of specific challenges in meeting the goal.)

As noted above, USTR currently conducts all current business in an electronic environment with records management internal controls in place to ensure proper management and preservation. In addition, the agency continues to work to clean out office spaces of temporary textual records no longer needed for business use.

4. Will 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 does not have agency-operated records storage facilities

Not applicable, all records are in electronic format

If 'No,' why not? (Please include if you will be submitting an exception request and/or details of specific challenges in meeting the goal.)

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

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- Yes, we will transfer to the FRC
 - Yes, we will transfer to commercial storage facilities
 - No
 - Not applicable, all records are in electronic format

If 'No,' why not? (Please include if you will be submitting an exception request and/or details of specific challenges in meeting the goal.)

USTR stores all inactive records at the Washington National Records Center (WNRC). As part of its current textual records clean-up project, all inactive temporary records which have not met their disposition will be transferred to FRC by June 30, 2024.

6. Does your agency have a Data Management Strategy that includes records management principles? (<https://www.archives.gov/files/records-mgmt/resources/cdo-rm-assessment-report.pdf>)

- Yes
- No

Please explain your response.

The Executive Office of the President (EOP) is comprised of multiple components to include the USTR. The Office of Administration (OA) provides enterprise-wide services, including information technology, for all EOP components. OA has acquired an object-based storage solution for long-term electronic records management and is currently in the process of configuring the storage solution, which will include the controls and mechanism specified.

7. In your role as SAORM, do you meet with your Agency Records Officer(s) to discuss the agency records management program's goals?

- Yes
- No
- Not applicable, my agency does not currently have a designated Agency Records Officer

Please explain your response. (If 'Yes,' please include how often, a description of topics, and outcomes of these meetings. If 'No,' please explain why not.)

As the SAORM, I review the effectiveness of USTRs program by ensuring that the records program is a critical component of USTRs overall records and information governance strategy. Accordingly, I am committed to ensuring USTR is compliance with all federal laws, statutes and regulations. In doing so, I work closely and met regularly with relevant records and information management staff, General Counsel, and high-level officials in the agency to

ensure adequate records management resources are embedded into the agency's strategic plans, goals, and objectives.

8. Has your agency incorporated NARA's digitization standards into your Information Resource Management (IRM) Strategic Plan? (44 U.S.C. 3506(b)(2) and OMB Circular A-130)

Yes

No

Not applicable, my agency is not currently digitizing records

Please explain your response. (If 'Yes,' what steps have been taken? If 'No,' why not?)

USTR is committed to incorporating records management into its information governance framework. Over the past year, with USTR's new Records Manager Officer, the agency has worked to revise and update its policies and procedures related to information management to ensure compliance, security, and promote better workflow of systems and processes. The policies were a collaborated effort amongst the CIO, SAORM, ARO, Security Officer, Privacy Officer, FOIA, and General Counsel.

9. Does your agency have a social media strategy that includes capturing and maintaining records in accordance with records management statutes and regulations?

Yes

No

Please explain your response.

The Executive Office of the President (EOP) is comprised of multiple components to include the USTR. The Office of Administration (OA) provides enterprise-wide services, including information technology, for all EOP components. OA has acquired an object-based storage solution for long-term electronic records management and is currently in the process of configuring the storage solution, which will include the controls and mechanism specified.

10. 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.

USTR engages NARA on a regular basis regarding its records management program.