



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: Fred Ames
- Position title: Assistant US 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. 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.)

PLEASE SEE ATTACHED EXCEPTION REQUEST

- 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.)

PLEASE SEE ATTACHED EXCEPTION REQUEST

- 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.)

PLEASE SEE ATTACHED EXCEPTION REQUEST

- 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

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

Yes, I advocate for USTR's records management program as it is crucial for transparency, accountability, and effective governance. By actively participating in meetings focused on enhancing records management practices within the agency, I aim to ensure that our activities and decisions are thoroughly documented. This supports compliance with legal and regulatory requirements and also facilitates better accessibility for future reference and decision-making.

- 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?

Yes, USTR takes the protection of records seriously and is committed to adhering to NARA's regulation and guidance. We have policies and procedures to ensure that all records are properly managed and protected against unauthorized disposition, destruction, deletion, alteration, removal, or loss. This includes regular mandatory training for staff on records management practices and compliance.

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.

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