



## *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.

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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](mailto: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: Cheryl R. Campbell
- Position title: Assistant Secretary 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?**

Office of the Secretary (OS), and its 15 Staff Divisions:

1. Immediate Office of the Secretary (IOS)
2. Assistant Secretary for Administration (ASA)
3. Assistant Secretary for Financial Resources (ASFR)
4. Assistant Secretary for Health (ASH)
5. Assistant Secretary for Legislation (ASL)
6. Assistant Secretary for Policy and Evaluation (ASPE)
7. Assistant Secretary for Public Affairs (ASPA)
8. Center for Faith-Based and Neighborhood Partnerships (CFBNP)
9. Departmental Appeals Board (DAB)
10. Office of Civil Rights (OCR)
11. Office of the General Counsel (OGC)
12. Office of Global Affairs (OGA)
13. Office of Inspector General (OIG)
14. Office of Medicare Hearings and Appeals (OMHA)

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15. Office of the National Coordinator for Health Information Technology (ONC)

And 12 Operating Divisions:

1. Administration for Children and Families (ACF)
2. Administration for Community Living (ACL)
3. Administration for Strategic Preparedness and Response (ASPR)
4. Agency for Healthcare Research and Quality (AHRQ)
5. Agency for Toxic Substances and Disease Registry (ATSDR)
6. Centers for Disease Control and Prevention (CDC)
7. Centers for Medicare and Medicaid Services (CMS)
8. Food and Drug Administration (FDA)
9. Health Resources and Services Administration (HRSA)
10. Indian Health Service (IHS)
11. National Institutes of Health (NIH)
12. Substance Abuse and Mental Health Services Administration (SAMHSA)

In 2022, the Assistant Secretary for Preparedness and Response (ASPR) transitioned from an OS Staff Division to an Operating Division. ASPR is now the Administration for Strategic Preparedness and Response.

**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

The Department and its components are diligently working on transitioning to a fully electronic permanent records management environment. Across the Department, staff have been creating and maintaining all newly created permanent records in an electronic format and ensuring that records are labeled with the appropriate metadata. Now that HHS staff have the flexibility to access their offices, staff are proceeding with digitizing legacy paper permanent records to assist HHS with achieving compliance with M-19-21 and M-23-07, as well as resume the accessioning of any existing paper permanent record transfers to NARA. Although some HHS subcomponent agencies have specific cases that are considered exceptions such as litigation holds and authentic preservation of global health agreements and will need to submit an exception request for these reasons.

**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)**

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- 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.)*

**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)**

- 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.)*

**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 current HHS Data Management Strategy includes HHS records management principles.

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**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.)*

Records Management Program goals are discussed for strategic direction of policy implementation. Meetings are scheduled as needed to address records management goals including compliance with the M-23-07 directive.

**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?)*

The recently approved HHS Policy for Records Management addresses NARA's digitization standards. Updates to the HHS Information Resource Management Strategic Plan are underway, and recommendations will be made to incorporate NARA's digitization standards.

**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

The HHS Assistant Secretary for Public Affairs (ASPA) has published the HHS Web Policy and Guidance which provides guidance and standards to HHS Offices to meet federal requirements on the use of social media, the capturing of official web and social media records created by HHS, and the proper maintenance of official web and social media records inventories, priorities, and records schedules in accordance with established records management laws and regulations.

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**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.*

HHS is following NARA policy and guidance to support the strategic direction of the Department's Records Management Program.