



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: Bradley Jewitt
- Position title: Chief Administrative Officer / SAORM

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.

Departmental HQ and Program Offices, excluding OIG.

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.)

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.)

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. –

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- (a) *By September 30, 2024, HUD will develop a formal Data Management Strategy, with records management principles. The strategy will establish an enterprise-wide approach to governing the creation and use of data across the agency.*
 - (b) *By December 31, 2024, HUD will ensure both data management and records management work together to create and implement frameworks, inventories, and perform outreach activities with program offices.*
 - (c) *HUD will ensure the Senior Agency Official for Records Management (SAORM) and the Agency Records Officer (ARO) are added as full members of the Data Governance Board led by the Chief Data Officer (CDO) by May 31, 2024.*
 - (d) *By November 31, 2024, HUD will ensure the CDO and the data management team receives role-based federal information training outlining the roles and responsibilities for managing data, information and records.*
 - (e) *By November 15, 2024, HUD will ensure all records management staff receive data management training and/or certification.*
 - (f) *By July 30, 2024, HUD will establish a network of contacts overlapping the existing roles and responsibilities of data stewards and records management liaisons throughout the agency.*
 - (g) *HUD will track all actions and milestones identified in this report.*

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.)

- (a) *The HUD SAORM regularly meets with the ARO at least once a week to discuss objectives relating to: M-23-07 activities, Controlled Unclassified Information (CUI), essential records and staffing.*
- (b) *The HUD SAORM hired a new ARO at a senior-level dedicated to managing information as assets across the agency and to meet all records management objectives, including those outlined within M-23-07. The HUD SAORM assigned the ARO to establish a new CUI program and to develop new processes to manage essential records this calendar year.*
- (c) *HUD will track all actions and milestones identified in this report.*

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?)

(a) By December 31, 2024, HUD's Office of the Chief Information Officer and the Chief Administration Officer will work together to incorporate NARA's digitization standards by reference into the IRM strategic plan.

(b) Currently, NARA's digitization standards are included within the HUD Records & Information Management Handbook (2228.1), Chapter 7, Electronic Records Management.

(c) HUD will track all actions and milestones identified in this report.

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

(a) Please explain your response. – The Agency Records Officer is partnering with the Director of Strategic Communications and the Senior Digital Strategist to incorporate relevant records management statutes and regulations into the current HUD Social Media Strategy.

(b) By December 31, 2024, HUD will ensure social media records are captured and maintained in accordance with records management statutes and regulations.

(c) HUD will track all actions and milestones identified in this report.

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.

HUD would like more guidance relating to the status of records stored within enterprise systems used solely for analysis and reporting.