Senior Agency Of■cial for Records Management

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Officials for Records Management (SAORM) to provide an annual report to NARA. This report
demonstrates how your organization is achieving the goals of the Directive and other important
initiatives as identi■ed by NARA.

NARA uses the reports to determine the overall progress of the Federal Government in meeting
the goals of the Directive, including implementing proper email management and transitioning to
electronic recordkeeping. Additionally, NARA uses the report for information sharing purposes
to provide best practices and model solutions with Federal agencies.

The reporting period begins on January 9, 2017 and reports are due back to NARA no later than
March 17 2017.

NARA plans to post your 2016 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.

Instructions for Reporting

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This template covers progress through December 31, 2016.
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Please be brief and precise in your answers. Limit answers to each question to no more
than 500 words.

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Please complete the questions/items below and send the report to PRMD@nara.gov.
Include the words “SAORM annual report” in the subject line of the email.

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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
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comprehensive report, you may submit separate reports for each component.

Senior Agency Official for Records Management 2016 Annual Report