



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: Harry Singh
- Position title: Chief Information Officer /Associate Director

1. What agencies, bureaus, components, or offices are covered by this report and your position as SAORM, and which will be reporting separately?

The report covers the Bureau of Engraving and Printing.

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.)

BEP RIM program is in the process of inventorying permanent electronic records. However, some offices still do not have an information inventory/OFP. BEP does not know the full extent of permanent records those offices hold until records are inventoried. BEP is transitioning to the Electronic Records Management (ERM). Currently, the Records and Information Management (RIM) program is working on implementing an ERM strategy/solution that will be able to manage all permanent records in electronic format. BEP is close to soliciting a contract that includes assessing the BEP RIM program, completing remaining information inventories/OFPs, digitizing BEP records, and deploying a suitable RIM platform (MS Purview) to manage electronic records. The technical evaluation process is complete, and the goal is to have a contract award in January 2025. BEP has secured the E5 license necessary for MS Purview. BEP submitted an exception request to NARA which was not approved at this time. Specific challenges include a shortage of resources and the large number of offices within BEP.

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.)

BEP RIM program is in the process of inventorying temporary electronic records. However, some offices still do not have an information inventory/OFP. BEP does not know the full extent of temporary records those offices hold until records are inventoried. BEP is transitioning to the Electronic Records Management (ERM). Currently, the Records and Information Management (RIM) program is working on implementing an ERM strategy/solution that will be able to manage all temporary records in electronic format. BEP is close to soliciting a contract that includes assessing the BEP RIM program, completing remaining information inventories/OFPs, digitizing BEP records, and deploying a suitable RIM platform (MS Purview) to manage electronic records. The technical evaluation process is complete, and the goal is to have a contract award in January 2025. BEP has secured the E5 license necessary for MS Purview. BEP submitted an exception request to NARA which was not approved at this time. Specific challenges include a shortage of resources and the large number of offices within BEP.

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.)

BEP uses Federal Records Centers for the storage of its records. While BEP transferred all inactive records possible, some inactive records may not yet be identified due to incomplete information inventories/OFPs. BEP submitted an exception request to NARA which was not approved at this time. Specific challenges include a shortage of resources and many offices within BEP.

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?

BEP submitted a plan of corrective action (PoCA) on September 14, 2022, specifying how the Bureau will address the findings and recommendations in NARA's Multiple-Agency Records Management Inspection Report (Report), dated July 13, 2022. The PoCA specifies how BEP will address the Report recommendations applicable to BEP and establishes dates for completion. The PoCA set forth twenty proposed corrective actions to be implemented by BEP. To date, BEP has closed 9 of the proposed corrective actions. Six of the remaining corrective actions (related to classified records and permanent records) are being actively worked and the remaining 5 corrective actions (related to digitization) will be addressed with the upcoming RIM contract. The BEP is providing biannual PoCA progress reports to NARA to include any changes to the PoCA.

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- 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?

BEP has accommodated for the RO to present a briefing at the monthly Office Chief meeting to communicate the importance of the RM at BEP. During this briefing the RO highly recommends that RLO responsibilities are encompassed in Performance Plans for designated RLOs. Additionally, BEP attends the SAORM meetings organized by NARA to stay abreast of latest RM updates and meets weekly with the BEP RO. Furthermore, funding has been secured for the RIM contract to modernize RIM at BEP.

- 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. The BEP RIM program has implemented a policy that records may not be destroyed unless an office has a completed and signed OFP. Additionally, they must submit a detailed 9264 form requesting to destroy records/non records. This form is reviewed by the Office Chief requesting destruction and by the RIM team before authorization is granted. These procedures have been incorporated into BEP policy/SOPs and communicated during required RLO training.

- 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.

It would be highly beneficial to acquire comprehensive guidelines or criteria for efficiently managing the automation of RIM. Additionally, it would be highly beneficial to acquire comprehensive guidelines or criteria for efficiently managing social media records within federal agencies while implementing a Social Media Strategy. Such guidance can significantly aid the successful execution of a social media plan, ensuring compliance with regulatory standards and secure record-keeping practices. Policy from NARA regarding standard file naming conventions across agencies would be most helpful.