



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: Shawne McGibbon
- Position title: General Counsel/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.

ACUS is an independent (i.e., stand-alone) micro agency with no components or units. The entire agency is covered by 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.) N/A

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.) N/A

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.) N/A

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.) N/A

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? N/A

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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?

Agency leadership and staff responsible for maintaining specific types of records regularly discuss records management practices to ensure that permanent records, in particular, are properly preserved, secure, and searchable for FOIA and business purposes.

- 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?

ACUS uses cloud-based servers, software, and clear procedures to minimize or prevent unauthorized disposition. For example, to minimize the chance of final documents being altered or destroyed (accidentally or otherwise), document properties are preserved whenever users attempt to make modifications. Many final documents are labeled as such and saved in shared folders with other final documents to alert users that changes are not permitted. Significant draft documents (particularly those for which public comment is sought) are preserved in a similar fashion. If a particular document is superseded (e.g., a policy document), the prior version is archived, not deleted. Moreover, certain sensitive documents may only be accessed by authorized staff. And of course, ACUS adheres to universal security requirements under FISMA and other CISA directives to guard against malicious actors.

- 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.

ACUS is able to manage its records effectively and securely with current resources.

