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 and the National Archives issued a memorandum: *Transition to Electronic Records* (M-19-21) to ensure that all Federal records are created, retained, and managed in electronic formats by December 31, 2022. This year's SAORM report provides an opportunity for agencies to report on plans and progress towards the milestones and target goals in this memorandum, as well as other important records management initiatives.

The reporting period begins on January 13, 2020, with reports due back to NARA no later than March 13, 2020.

NARA plans to post your 2019 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 and on the website.

Instructions for Reporting:

- This template covers records management program developments towards the transition to electronic recordkeeping outlined in M-19-21 through December 31, 2019.
- 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 rmselfassessment@nara.gov. Include the words "SAORM 2019 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.

Provide the following information (required):

- Name of SAORM: Michael Jeffries
- Position title: Executive Director
- Address: 1400 K Street NW Washington, DC 20424

1. **What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately? Please also indicate any that are new or have been changed due to reorganization or other circumstances.**

   Please provide list: This report covers the entire Federal Labor Relations Authority.

2. **Is your agency managing all permanent electronic records in electronic format as of December 31, 2019? (M-19-21, 1.1)**

   ☐ Yes
   ☐ No

   Please explain your response: Yes, we are managing permanent electronic records electronically.

3. **Has your agency made progress towards managing all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)**

   ☐ Yes
   ☐ No

   Please explain your response (include specific goals and example metrics):
   Our Agency has implemented a Document Management system, along with an eFiling system. Both applications are part of the long-term objective to be fully electronic by Dec. 2022. We have also developed and begun implementing a plan for permanent hard copy case files to be scanned and transferred to NARA.

4. **Has your agency made progress towards managing all __temporary__ records in electronic format? (M-19-21, 1.3)**

   ☐ Yes
   ☐ No

Please explain your response (include specific goals and example metrics):
There is a plan in place to be totally electronic by 2022.

5. **Have you, as the SAORM, taken steps to ensure that your records management program complies with the Federal Records Act and its regulations through strategic plans including performance goals, objectives and measures? (M-19-21, 1.4)**

    ☑ Yes
    ☐ No

    Please explain your response (include specific goals and example metrics):
    We have taken the following steps:
    - Agency-wide inventory
    - Revising agency-wide records program
    - Revising agency-wide records
    - Scheduled agency emails
    - Created records management training to be provide to the entire agency

6. **If applicable, have you identified all agency-operated records centers and made plans to either close them before 2022, or have you submitted a request to NARA for an exception? (M-19-21, 1.3)**

    ☐ Yes
    ☐ No

    Please explain your response (include specific goals and example metrics):

7. **Does your agency have procedures that include documentation to ensure records of outgoing senior officials* are properly captured and/or processed and not improperly removed, altered, or deleted including electronic records and email?**

    *Senior officials are the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.

    ☑ Yes
    ☐ No

    Please explain your response (include specific details of procedures):

Procedures have been developed and are in our final review process.

8. **Do you, as the SAORM, see challenges within your agency in meeting the goal of fully-electronic recordkeeping?**

   ☐ Yes
   ☐ No

   Please explain your response (include details of specific challenges, if applicable):
   Yes, our ability to meet the goal of full-electronic recordkeeping is dependent on funding to continue developing our new Case Management System. The Agency is planning for the continued development and including cost within our Agency budget process.

9. **Do you need support from NARA to ensure a successful transition to fully-electronic recordkeeping?**

   ☐ Yes
   ☐ No

   Please provide details on what support is needed: We need expert advice on meeting the goal of fully-electronic recordkeeping?