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 <u>January 13, 2020</u>, with reports due back to NARA no later than <u>March 13, 2020</u>.

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   Lewis F. Larsen
- Position title   President
- Address   1613 Duke St., Alexandria, VA 22314

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:
   James Madison Memorial Fellowship Foundation
   (Agency has only has 6 employees in a single office.)

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

   ☐ Yes
   X No

   Please explain your response:
   We have not made much progress in CY 2019. The agency ARO is now working on scheduling and transferring records in NARA's ERA system. We will be working on converting any analog records to the appropriate electronic format, aiming to be completed well before 2022. The ARO will continue to be in contact with the agency's appointed archivist to make progress on this matter.

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)**

   X Yes
   ☐ No

   Please explain your response (include specific goals and example metrics):
   The ARO has made an ERA account and is working on learning the roles for scheduling and ultimately transferring records to NARA. He will be making sure any open dispositions from the agency's records control schedule are made promptly. Any analog permanent records will be digitized.

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

☐ Yes
X No

Please explain your response (include specific goals and example metrics):
All temporary records are within the agency's office, many of them in paper format. The ARO will work on having them be managed electronically as soon as possible.

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)**

X Yes
☐ No

Please explain your response (include specific goals and example metrics):
An ARO has been designated and certified. He has been tasked with creating a compliant records management program. We recognize we have a lot of work to do in meeting compliance, so we will be in regular contact with our appointed archivist to work on making tangible progress.

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
X No

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

The agency will explore using commercial records storage facilities. Perhaps we will pursue the exception listed in M-19-21, 2.2 in regarding the agency's temporary analog records listed in our records schedule, but we will need to research that more.

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
X No

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

We don't have procedures for protecting records of outgoing senior officials. This has not been an issue since this is a young agency. However, we will instill those safeguards by consulting with our archivist, our RMSA, and Electronic Records Management Report.

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

X Yes
☐ No

Please explain your response (include details of specific challenges, if applicable):

We are behind in compliance, but the 2022 deadline is reasonable and achievable. There is a learning curve, but we will be working on making regular progress towards meeting this goal.

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

X Yes
☐ No

Please provide details on what support is needed:
Our ARO will be in contact with the archivist to get any needed support.