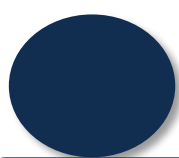


Get to Know Your ARO

Designated Agency Records Officers (AROs) are responsible for records management programs at U.S. federal agencies nationwide.

Here's what you need to know about your ARO:



AROs are designated by the agency

Agencies are required to appoint an Agency Records Officer to coordinate and oversee the agency's records management program. The agency's Senior Agency Official for Records Management designates the ARO and officially notifies the National Archives when that person is appointed.

[You'll find a list of AROs on archives.gov.](#)



AROs oversee agency programs

AROs coordinate and oversee the implementation of records and information management policies and practices. They lead teams of records contacts across the agency and evaluate program performance and compliance.

[You can read your agency's records management self-assessment on NARA's website.](#)



AROs ensure staff are trained

AROs must ensure that all agency personnel are informed of their recordkeeping responsibilities, including training specific to the practices and policies of the organization.

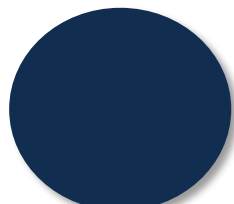
[Contact your ARO to learn more.](#)



AROs maintain a NARA credential

Designated Agency Records Officers are required to hold NARA's Agency Records Officer Credential (AROC).

While the Credential is available to AROs only, anyone may [access the same training for free on archives.gov.](#)



Here's how you can help your agency ARO and records management team

- Connect with your agency's records management team.
- Ask how you can participate in records network activities and projects.
- Become familiar with your agency's specific records schedules, policies, and tools.
- When you learn about potential changes in the ways your program creates, stores, and manages its records and information systems, alert the team.
- Help those in your program area recognize and comply with your agency's records management policies and procedures.
- Alert your records management team to any potential problems, issues, or records at risk.