



Senior Agency Official for Records Management 2023 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, and to identify best practices and model solutions within federal agencies.

On June 28, 2019, the Office of Management and Budget (OMB) and NARA issued a memorandum, *Transition to Electronic Records* ([M-19-21](#)), to ensure that all federal records are created, retained, and managed in electronic formats. M-19-21 gave agencies until the end of December 2022 to comply with several specific deadlines.

On December 23, 2022, OMB and NARA issued a new memorandum, *Update to Transition to Electronic Records* ([M-23-07](#)) reinforcing the goals in M-19-21 and extending the 2022 deadlines to June 30, 2024.

Additionally, on January 1, 2021, Congress enacted the Preservation of Electronic Messages and Other Records Act, amending 44 U.S.C. Chapter 29, that requires the electronic capture, management, and preservation of such electronic records in accordance with the records disposition requirements of 44 U.S.C. Chapter 33.

This year's SAORM report provides an opportunity for agencies to report on plans and progress towards electronic recordkeeping and preservation under these requirements, as well as other important records management initiatives.

The reporting period begins on January 8, 2024, and reports are due back to NARA no later than March 8, 2024.

NARA plans to post your 2023 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 “SAORM 2023 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.

As in previous years, we will be validating selected questions and responses from agencies. Your agency may be selected at random to provide additional documentation and/or take part in interviews to discuss your records management program activities.

Provide the following information (required):

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.

Central Intelligence Agency

2. Will your agency meet the goal to manage, preserve and transfer all permanent records in an electronic format with appropriate metadata by June 30, 2024? (M-19-21, 1.2 and M-23-07, 1.1 and 1.2)

- Yes
 No
 Not applicable, all records are in electronic format

If ‘No,’ why not? (Please include if you will be submitting an exception request and/or details of specific challenges in meeting the goal.)

CIA is managing the majority of our current permanent records in an electronic format, with a limited number of permanent records being managed in paper. CIA has policies in place for transferring permanent records to NARA once they are eligible for transfer and

are no longer considered necessary for the conduct of Agency business. CIA will continue to coordinate with NARA as secure transmission capabilities are developed. CIA's exception request for M-19-21 was submitted in 2021 requesting an extension of the deadline for converting permanent records from analog to electronic while we continue to accession or digitize those permanent analog records that are ready for transfer to NARA.

3. Will 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 are in electronic format

If 'No,' why not? (Please include if you will be submitting an exception request and/or details of specific challenges in meeting the goal.)

A limited number of temporary records continue to be created and managed in paper due to security concerns, increased costs, and process changes. Some records, due to the nature of the records and the security requirements surrounding them, can currently only be created in paper. Until a practical and secure digital process is developed and put in place, these paper records unfortunately must be maintained in a paper medium. The Agency, however, is currently exploring a potential digitization process to manage these paper records throughout their lifecycle. Until such a digital process is in place, the Agency continues to manage and track these paper records in a system with the appropriate metadata. The CIA also faces increased costs and process changes. It costs more to create and manage a set of 3-year records digitally compared to managing paper records. Despite the increased cost and process changes required, the Agency is still striving toward all temporary records being digital.

4. Will 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 does not have agency-operated records storage facilities
 Not applicable, all records are in electronic format

If 'No,' why not? (Please include if you will be submitting an exception request and/or details of specific challenges in meeting the goal.)

The CIA records center (i.e., the Agency Archive and Records Center) is a facility maintained by CIA on property owned by the U.S. Government that currently stores approximately 120,000 cubic feet of records in analog format. CIA frequently has mission needs for prompt access to these records. Due to the Controlled Access Program

(CAP) information present in many of the records, they must be stored in a facility that meets special security requirements. The AARC is protected by a cleared guard force, with a secure physical and information technology infrastructure that appropriately protects the sensitive records and artifacts that it stores. To date, CIA has not identified neither a Federal Records Center (FRC) nor a commercial records center that meets these requirements. Moreover, the AARC is a multipurpose facility that is not a traditional records storage facility. While the AARC has been used as a holding area for legacy records, that has not been its sole usage. Thus, even if CIA had the ability to digitize all of its legacy records, it would still need the AARC, which it owns and bears minimal costs to run, for its other purposes. Accordingly, we do not believe the AARC is the type of facility contemplated by OMB for closure.

5. Will your agency meet the requirements of M-19-21, 1.3 and M-23-07, 1.3 and transfer inactive records to a NARA Federal Records Center (FRC) or commercial storage facilities by June 30, 2024? (Choose all that apply)

- Yes, we will transfer to the FRC
- Yes, we will transfer to commercial storage facilities
- No
- Not applicable, all records are in electronic format

If 'No,' why not? (Please include if you will be submitting an exception request and/or details of specific challenges in meeting the goal.)

CIA has not identified a FRC or commercial records center that meets the security and recall requirements applicable to records stored at the AARC (whether in preparation for accessioning or digitization, or because there is a continuing business need for access to such records). CIA has requested an extension of the deadline to convert analog records to electronic records and will continue to work closely with NARA moving forward, to enable CIA to meet the requirements for the digitization of inactive records.

6. Does your agency have a Data Management Strategy that includes records management principles? (<https://www.archives.gov/files/records-mgmt/resources/cdo-rm-assessment-report.pdf>)

- Yes
- No

Please explain your response.

As the CIA Chief Data Officer, I am responsible for the CIA Data Management Strategy. The Agency Data Strategy was updated in 2023 to inform our activities in FY24-26. The Strategy incorporates all aspects of data management to include records management principles.

7. In your role as SAORM, do you meet with your Agency Records Officer(s) to discuss the agency records management program's goals?

- Yes
 No
 Not applicable, my agency does not currently have a designated Agency Records Officer

Please explain your response. (If 'Yes,' please include how often, a description of topics, and outcomes of these meetings. If 'No,' please explain why not.)

Since I am both the Director of the Agency Data Office (the office that houses the unit that has responsibility for implementing the CIA's records management program), as well as the CDO, I was designated to serve as CIA's SOARM. The Agency Records Officer for CIA reports directly to me and is the head of the unit with responsibility for implementing the CIA's records management program. Thus, I meet regularly with the Agency Records Officer and with our data management officers to discuss successes, gaps, risks, opportunities, and goals with respect to records and data management. Also, as Chair of the CIA's Data Governance Council (DGC), I ensure Agency data assets are being properly and corporately managed, and that CIA's records and data management activities align with the Agency Data Strategy.

8. Has your agency incorporated NARA's digitization standards into your Information Resource Management (IRM) Strategic Plan? (44 U.S.C. 3506(b)(2) and OMB Circular A-130)

- Yes
 No
 Not applicable, my agency is not currently digitizing records

Please explain your response. (If 'Yes,' what steps have been taken? If 'No,' why not?)

CIA digitizes records according to NARA's digitization standards, which have been incorporated into our digitization strategy, requirements, and standard operating procedures. Modernizing our digitization processes is an initiative in our Agency Data Strategy to maximize the value of our data. Digitization of our legacy analog records will provide improved access for mission needs and allow for future digital accessioning to NARA.

9. Does your agency have a social media strategy that includes capturing and maintaining records in accordance with records management statutes and regulations?

Yes

No

Please explain your response.

CIA's social media records are captured and managed according to the CIA established records management policies and procedures, as well as applicable law.

10. 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.

CIA maintains a close partnership with NARA and coordinates closely on matters of mutual interest and concern.