

Senior Agency Official for Records Management 2021 Annual Report DoD Component Input from National Geospatial-Intelligence Agency (NGA)

The DoD Senior Agency Official for Records Management (SAORM) will be submitting the annual report as required by National Archives and Records Administration (NARA).

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. 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 records keeping and preservation under both these requirements, as well as other important records management initiatives.

Instructions for Reporting

- This template covers records management program developments towards the transition to electronic recordkeeping outlined in M-19-21 through December 31, 2022, and other aspects of agency records management programs.
- Insert the name of the applicable DoD Component to replace the red markers at the top of this page and the footer.
- Question #1 will be answered by the DoD SAORM and does not require DoD Component input.
- Questions #3, #4, #5, #6, #7, #8, and #10 require all DoD Components to provide a response.
- For Question #2 and #9, the DoD SAORM requests that Components provide any information that may be applicable.
- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.
- Please ensure that your Component's response is a publicly releasable version as NARA posts SAORM reports to the NARA website.

1. What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately?

DoD SAORM will provide this response. No DoD Component input is required.

2. Has the COVID-19 pandemic impacted policies or practices related to records management at your DoD Component?

DoD Note: DoD SAORM will provide this response at the DoD level. Please include any specific information for your component's records management program that is applicable.

- Yes
 No
 Do not know

Practices related to records management have changed in that the telework environment has caused separation from the norm in carrying out the lifecycle of records management (RM). Most offices moved into a new unclassified domain for managing most agency records and many offices had to learn anew the RM business processes to manage records in an unclassified domain.

3. Does your agency have an established information governance framework that integrates records management, data management, and other agency information lines of business? (This includes a relationship between CIO, CDO, SAORM, DRO/ARO, RM Staff, Security, Privacy Officers, and FOIA)

DoD Note: Please respond for your DoD Component. DoD SAORM will provide input for progress made at the DoD level.

- Yes
 No
 Do not know

NGA data stewards share the work load by documenting data with metadata and ensure the data is in commonly accessible databases to improve discoverability, eliminate duplication, and speed up the decision-making process. NGA records managers share the work load with Agency appointed Primary Information Officers (PIOs) and Information Officers (IOs) by verifying record reliability, authenticity, and safeguarding Agency records throughout the records lifecycle to ensure records can be located, retrieved, presented, interpreted, and appropriately dispositioned. Collectively, there is an overarching vision to improve mission delivery, customer service, and accountable stewardship of Agency records. The goal is to develop automation techniques that transition data and recordkeeping business processes to a fully electronic environment consistent with data and records management laws and regulations.

4. Will your DoD Component meet the goal to manage and preserve all permanent records in an electronic format with appropriate metadata by December 31, 2022? (M-19-21, 1.2)

DoD Note: Please respond for your DoD Component. DoD SAORM will provide input for progress made at the DoD level.

- Yes
 No
 Do not know

NGA has some digitization capabilities that implement digitization processes where those capabilities can minimize costs and resources while maximizing the digitization of existing permanent analog records. Capturing and storing all permanent records electronically has been and continues to see improvement, but lacks automaton. The analog record intake has mostly been reduced to only film negatives or slides that require transmissive scanning technologies for digital imaging. However, there remains a viable push for digitizing substantial analog material by December 31, 2022 as NGA has invested in required equipment, as well as vendor (contractor) support in an effort to meet Mandate requirements.

5. Will your DoD Component meet the goal to manage and preserve all temporary records in an electronic format by December 31, 2022? (M-19-21, 1.3)

- Yes
 No
 Do not know

There still remain some temporary records and various Agency forms that are still being managed in paper/analog format. However, NGA is working toward the acquisition, and implementation of an enterprise-wide automated recordkeeping solution with capabilities for managing both temporary and permanent records, while also working to have all records be born digital.

6. Does your DoD Component have plans to submit to NARA a request for an exception to the M-19-21 requirements before December 31, 2022?

- Yes
 No
 Do not know

Based on current, ongoing activities to meet the Mandate deadline, NGA should achieve success.

7. Is your DoD Component utilizing the General Services Administration's Special Item Number for Electronic Records Management (518210 ERM) 6 to procure solutions to assist in transitioning to an Electronic Environment?

- Yes
 No
 Do not know

GSA 51821 (ERM) 6 was considered, however, a more viable way forward was determined the best way forward. NGA used an internal process called the Alternative of Analysis (AoA)

to determine an ERM solution. Request for information, market research, and past performances with other DoD and IC agencies were performed in the AoA process.

8. Has your DoD Component developed plans to meet the requirements of M-19-21, 1.3 to store temporary records in commercial storage facilities by December 31, 2022?*

- Yes
 No
 Do not know

Temporary records in analog format being held in NGA Records Holding Facility are being scheduled for initial digitization once the digitization effort commences, which optimistically will be before December 31, 2022. There is no plan to move these records to a commercial storage facility. Temporary records currently stored in a NARA FRC will remain there as analog until digitization occurs or until final disposition.

**M-19-21, 1.3 includes closing of agency-operated storage facilities and no new transfers of paper records to the Federal Records Centers.*

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

DoD Note: DoD SAORM will provide this response at the DoD level. Please include any specific information for your component's records management program and senior leader support that is applicable.

- Yes
 No
 Do not know

NGA is committed to achieving automation of all electronic records; however, the effort to achieve this goal has had various setbacks, but progress is steady. Automation to replace repeatable processes and reduce manual intervention still remains a goal. A digitization effort for digitizing aerial film is also reliant on NGA having a set of published digitization standards from NARA for scanning of permanent records, film slides and negatives (transmissive scanning requirements).

10. NARA is always working on ways we can make your role as the SAORM easier, improve how we interact with you and how you interact with each other. Do you have any suggestions?

- Yes
 No
 Do not know

NGA would like to see NARA meet with each Agency one-on-one to understand where their agency is relative to meeting the goal of managing all temporary and permanent records in electronic format, the challenges that each agency faces, and what NARA can do to assist. For example, NGA needs an approved set of digitization standards in order to begin digitizing aerial film and other permanent records. The Agency also needs to have a technical solution for the transfer of TBs/PBs/EBs of permanent classified records (e.g., cloud-to-cloud transfers) as the transfer of GBs at a time over a constricted unclassified network connection is not possible.