Senior Agency Official for Records Management
2023 Annual Report

DoD Component Input from Office of the Secretary of Defense

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 (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.

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.
- Select the name of the applicable DoD Component from the dropdown list for the first page and the footer.
- Question #1 will be answered by the DoD SAORM and does not require DoD Component input.
- 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.

Please provide the following:

Point of Contact: Harris S. Quddos

Position Title: CIO

Address:

Office phone number:

Email:

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. **Will your component meet the goal to manage, preserve and transfer all <u>permanent</u> 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.)

3. **Will your component meet the goal to manage and preserve all <u>temporary</u> 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.)

4. **Will your component meet the requirements of M-19-21, 1.3 and M-23-07, 1.3 to close component-operated records storage facilities by June 30, 2024? (Choose all that apply)**

   ☐ Yes

   ☐ No

   ☒ Not applicable, my component does not have component-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.)

5. **Will your component 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.)

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)**

DoD Note: DoD SAORM will provide input for the DoD level. Please include any specific information for your Component.

◉ Yes

◯ No

◯ No response

Please explain your response.

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

DoD Note: DoD SAORM will provide input at the DoD level. Please respond if your Component has a designated Component SAORM (Department of the Army, Department of the Navy, Department of the Air Force, Chairman of the Joint Chiefs of Staff, Office of the Secretary of Defense).

◯ Yes

◯ No

◉ Not applicable, my component does not have a designated Component SAORM

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.)

DoD Component: Office of the Secretary of Defense

8. **Has your component 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)**

   DoD Note: DoD SAORM will provide this response at the DoD level. Please include any specific information on how your component has incorporated digitization standards into your strategic plan.

   ○ Yes
   ○ No
   ⦿ Not applicable, my component is not currently digitizing records

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

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

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

   ⦿ Yes
   ○ No

   Please explain your response.

We maintain records in alignment with DoD Social Media Policy.

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.

DoD Component: Office of the Secretary of Defense