



# Senior Agency Official for Records Management

2023 Annual Report

March 2024

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# DoD Senior Agency Official for Records Management (SAORM) Contact Information

Provide the following information (required):

Name of SAORM: Ms. Christine Condon

Position title: Deputy Chief Information Officer (CIO) for Resources & Analysis

## 1. DoD Components Covered by this Report

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

The Department of Defense (DoD) maintains the same governance structure as reported in previous years. DoD has a Component SAORM structure to facilitate the role of the DoD SAORM across the Department. Given the distributed authorities set forth by Title 10 of the U.S. Code, the DoD Instruction 5015.02, DoD Records Management Program, updated August 2017, sets the records management (RM) policy for DoD. The instruction delegates the responsibilities for executing this policy to the head of each DoD Component. The DoD SAORM works with the Component SAORMs and the Agency Records Officers to gain the broad reach that is needed to ensure compliance with RM statutes and regulations.

Given DoD's size and the number of Components with diverse missions, the strategies, and solutions for meeting the goals of the Office of Management and Budget/National Archives and Records Administration (OMB/NARA) Memorandums M-19-21, "Transition to Electronic Records," and M-23-07, "Update to Transition to Electronic Records," may differ and implementation progress may vary department-wide. To best report this to NARA, responses here provide the DoD-wide perspective as well as specific responses for DoD Components when applicable. In addition, each detailed response from reporting DoD Components is included in the appendices.

This report covers all Components of the DoD except for the Intelligence Community agencies (Defense Intelligence Agency, National Geospatial-Intelligence Agency, National Reconnaissance Office, and National Security Agency) and the Office of the Inspector General, which report separately through their own SAORMs.

The National Guard Bureau's (NGB) response reflects the NGB Joint Staff and Office of the Chief of the National Guard Bureau and Special Staff. The Army National Guard and Air National Guard provided input through their respective Military Service.

This year's DoD SAORM report does not include a report from the National Defense University (NDU) due to the NDU RM position being vacant. NDU's RM program falls under the Office of the Joint Chiefs of Staff SAORM report.

This chart shows each of the Component SAORMs and the DoD Components that report through that Component SAORM:

Component SAORM	DoD Components Covered	Component SAORM	DoD Components Covered
Mr. Leonel T. Garciga Chief Information Officer	Dept. of Army	Mr. Darren Irvine Director, Executive Services Division, Washington Headquarters Service	Office of the Secretary of Defense
Ms. Denise M. Szelag Acting Assistant for Dept. of Navy Administration	Dept. of Navy	Ms. Christine Condon SAORM and Deputy CIO for Resources and Analysis	Army and Air Force Exchange Services
Mr. James A. Bishop Chief Information Security Officer	Dept. of Air Force		Defense Commissary Agency
CAPT Sean A. Neer Director of Management, Joint Staff	Office of the Chairman of the Joint Chiefs of Staff		Defense Contract Audit Agency
	National Defense University		Defense Contract Management Agency
	US Africa Command		Defense Counterintelligence and Security Agency
	US Central Command		Defense Finance and Accounting Service
	US Cyber Command		Defense Information Systems Agency
	US European Command		Defense Logistics Agency
	US Indo-Pacific Command		Defense Technical Information Center
	US Northern Command		Defense Threat Reduction Agency
	US Southern Command		Missile Defense Agency
	US Space Command		National Guard Bureau
	US Special Operations Command		
US Strategic Command			
US Transportation Command			

## 2. Meet goal to Manage All Permanent Records in Electronic Format with Appropriate Metadata

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

While many of the DoD Components have taken action to meet the goals of M-19-21, 1.2 and M-23-07, 1.1 and 1.2, several components identified that they will be unable to do so by June 30, 2024. These DoD Components may request an extension/exception to meet the goal at a future date.

DoD Components are continuously working to meet the goal to manage, preserve, and transfer all permanent records in electronic format with the appropriate metadata by June 30, 2024. For use department-wide, DoD developed new RM policy, metadata standards, and requirements for information technology (IT) systems and services to assist in this effort. This includes DoD Manual 8180.01 and the first DoD Records Strategy, which were published this past year to support these requirements. The DoD Records Strategy defines a set of approaches for the DoD SAORM and stakeholders across DoD and RM communities, which includes defining a metadata standard for records interoperability.

The following DoD Components responded they would not meet the goal:

- Department of Army's (DA) needs to validate their execution plans to ensure the goals are met, which may occur after the June 30, 2024, deadline.
- Department of Navy (DON) plans to submit an exception request for business processes that will evolve to a digital medium where possible after the deadline.
- Office of the Secretary of Defense (OSD) has remaining concerns for meeting the goal due to the Defense Information Systems Agency and Joint Service Provider's delay of deploying RM capabilities that can assist with the automatic retention of records and information within Microsoft Office 365.
- Defense Logistics Agency (DLA) requires additional time for offices to transition to electronic records due to long-term temporary analog records from contracts and has requested an exception and extension to December 31, 2028.
- National Guard Bureau (NGB) is currently under a "do not destroy order" until NGB's record schedule is completed and approved by NARA.
- United States Africa Command (USAFRICOM) is currently in the process of verifying all electronic permanent records across the Command have included the appropriate metadata. Partial completion is anticipated by June 30, 2024.
- United States European Command (USEUCOM) is in the process of digitalizing their paper records and will not be able to meet the June 2024 deadline. USEUCOM is requesting an extension to December 2026 to meet this requirement.
- United States Indo-Pacific Command (USINDOPACOM) will not meet this requirement since the Command Records Manager position has been vacant for a significant period of time.
- United States Transportation Command (USTRANSCOM) is working to identify, locate, and manage records as part of the RM program.

### 3. Meet goal to Manage and Preserving all Temporary Records in Electronic Format

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

While many Components will meet the goal to manage and preserve all temporary records in electronic format by June 30, 2024, several DoD Components responded they would not meet the goal of M-19-21, 1.3 and M-23-07, 1.3 by the deadline. These DoD Components may request an extension/exception to meet the goal at a future date. The following DoD Components responded they would not meet the goal:

- DA will meet the intent of the mandate based on their execution of DA Headquarters Executive Order (Update to Transition to Electronic Records) and their current digitization contract which addresses analog records on hand. The execution plans for both actions require validation to ensure they meet the goal, which may be after 30 June 2024.
- DAF has records that cannot be managed and preserved electronically due to law, statute, or regulation and are candidates for exception requests.
- OSD has made progress in areas such as development of new policies to assist offices in identifying data and coordinating with IT Staff to implement disposition authorities within Microsoft Office 365 for the OSD Components. However, there are several IT and RM capability gaps which must be addressed for the OSD Enterprise to achieve full compliance.
- DLA requires additional time for offices to transition to electronic records due to the high volume of long-term temporary analog records from contracts and has requested an exception and extension to December 31, 2028.
- Missile Defense Agency's (MDA) current inventory is now in digital format, with conversion of the last remaining batch pending funding availability for digitization.
- NGB is currently implementing an organization-wide records inventory. NGB RO will inform senior leadership of the current scope for digitizing all hard copy permanent records into electronic format.
- USEUCOM records are maintained electronically, with the exception of the Special Security Office (SSO) which maintains paper records when personnel in-process. The Command Records Manager determined SSO would keep all pre-CY23 records in analog form as long as they are disposed of in accordance with the records schedule.
- USINDOPACOM is working on establishing a temporary solution while the Command is in the process of filling the RO position vacancy.

### 4. Requirements to Close Agency-Operated Records Storage Facilities

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

While many DoD Components who operate records storage facilities will meet the requirements of M-19-21, 1.3 and M-23-07, 1.3, several Components will not be able to close their records storage facilities by June 30, 2024. It should be noted that these requirements do not apply to all DoD Components as many do not have agency-operated records storage facilities or their records are in electronic format. The following DoD Components responded they would not meet the requirements by the deadline and may request an extension or exception to meet the goal at a future date:

- The DAF does not have any records storage facilities requiring closure by M-19-21 and M-23-07; however, DAF is delayed in closing records staging areas due to factors across DAF bases, including funding and manpower challenges.
- Army and Air Force Exchange Service (AAFES) maintains some temporary records in a secure holding area within its headquarters. It will need further clarification on whether or not these records are excluded from the requirements of the memorandum.
- DLA does not have any records holding areas (RHAs); however, two offices require additional time to meet this requirement, and submitted an exception request to extend the deadline to December 2028.
- USEUCOM has made progress in scanning eight boxes of paper records located in the Secretary of the Joint Staff (current Internal Storage Facility no longer exists due to building realignment). The RM office has four boxes still needing scanning. Once all paper records are scanned, they will be transferred to NARA.
- USINDOPACOM responded they will not be meeting these requirements.
- United States Southern Command (USSOUTHCOM) records storage facilities are closed except for a records storage facility in Guantanamo Bay, Cuba (GTMO). By court order and DoD Policy, all physical and electronic records to include electronic media associated with detainee operations at GTMO may not be removed from the storage facility. The USSOUTHCOM records manager will submit an exception request regarding the facility located in GTMO.

## 5. Requirements to Transfer Inactive Records to NARA FRC or Commercial Storage Facilities

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

While many DoD Components will meet the M-19-21, 1.3 and M-23-07, 1.3 requirements to transfer inactive records to NARA Federal Records Centers (FRC) and commercial storage

facilities, the following DoD Components responded they would not meet the requirements by the deadline and may request an extension or exception to meet the goal at a future date:

- DAF may not meet this requirement due to pending closure of records staging facilities. DAF anticipates submitting exception requests for analog records maintained in these staging facilities that will need to be shipped to commercial storage facilities or scanned after the deadline.
- DLA has requested additional time to ship remaining analog records to FRCs due to the management of hybrid contracts across several locations.
- NGB will not know if it will meet the requirements until the full records inventory is completed, and the full scope of NGB's records is identified.
- USINDOPACOM is delayed in meeting these requirements due to the Command Records Manager vacancy.

## 6. Data Management Strategy

Does your agency have a Data Management Strategy that includes records management principles?

- Yes  
 No

Many stakeholders throughout the DoD influence data management policy and strategy. The 2023 DoD Records Strategy, the primary strategy document for RM principles, leverages goals from the 2020 DoD Data Strategy (Visual, Accessible, Understandable, Linked, Trustworthy, Interoperable, and Secure (VAULTIS)) and adds three unique records goals (Curated, Automated, and Governed). These goals were also included in the 2023 Data, Analytics, and Artificial Intelligence Adoption Strategy, which additionally highlights RM and the DoD Records Strategy goals as key areas to prioritize for enterprise-level governance initiatives.

## 7. SAORM Records Management Program Goals

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

Due to the size of the DoD, the DoD CIO and DoD SAORM have delegated many aspects of DoD RM oversight to the DoD Components through DoD Instruction 5015.02. This instruction requires select DoD Components to appoint a DoD Component SAORM as directed by the DoD SAORM. In addition, some Independent DoD Agencies have identified senior leaders within their Components who advocate for RM within their Components and serve as unofficial SAORMs.

The DoD SAORM has delegated communication with the records officers to the DoD Records Officer. The DoD Records Officer routinely communicates with records officers throughout the Department in addition to bi-monthly meetings with all records officers. The DoD Records Officer will raise issues and arrange meetings with the DoD SAORM as needed. The DoD SAORM has also established Microsoft Teams and Teams Channels, hosted in the DoD365-Joint Tenant, to



allow direct communication between the DoD SAORM, Component SAORMS and records officers.

## 8. Incorporating NARA's Digitization Standards into your Information Resource Management Strategic Plan

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

Digitization standards are not explicitly incorporated in DoD-level information resource management (IRM) strategic plans since these documents capture higher-level requirements. However, requirements for digitization standards are implied as part of the transition to electronic records and digital modernization. In the 2019 Digital Modernization Strategy: DoD Information Resource Strategic Plan FY19-23, RM is identified as a community of interest responsible for treating data as a strategic asset. The DoD Records Officer team is part of the working group drafting DoD's new IRM strategic plan, where we plan to address RM issues at a high level.

The DoD Records Officer has included digitization standards in the 2023 DoD Records Strategy, which is at a lower level than the IRM strategic plan and a more appropriate place to address this topic. The DoD Records Strategy calls for approach 5.3.6. "Provide Enterprise Digitization Services" which would include applying NARA's digitization standards across DoD Components.

## 9. Social Media Strategy

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

- Yes
- No

DoD has addressed social media records in policy as opposed to a strategy which is more enforceable. DoD Instruction 5400.17, "Official Use of Social Media for Public Affairs Purposes," provides specific guidance for capturing and maintaining social media records in accordance with RM statutes and regulations.

## 10. Guidance to Support Strategic Direction

Is there specific policy or guidance you need from NARA to support the strategic direction of your records management program?

- Yes
- No

The DoD appreciates NARA's continued support and guidance for improving our RM program. Please find below a synthesis of common themes suggested by numerous DoD Components. Additional suggestions for how NARA might provide specific policy or guidance to support the

strategic direction of the DoD RM program and other government agencies are provided in the appendices of this report.

### **Guidance on Electronic Recordkeeping Implementation**

DoD Components would benefit from guidance on various aspects of electronic recordkeeping implementation to include cloud environments, data management and preservation, and the culling of capstone email, chats, and texts. In addition, the General Record Schedule should be reviewed and updated to reflect digitization and transfer requirements.

### **Guidance on Technology Solutions**

DoD Components would benefit from NARA's communication of lessons learned and best practices in automation of electronic RM, including the use of generative artificial intelligence and continuing interaction with the Federal Chief Data Officer community on overlapping responsibilities and metadata standardization. Additionally, DoD Components would benefit from guidance on how to leverage technology solutions and the promotion of efficient and consistent recordkeeping practices.

### **Guidance on Transfers**

Finally, it would be helpful to DoD Components if NARA could provide additional guidance and detailed step-by-step instructions on how to transfer permanent electronic records to NARA once they have fulfilled disposition requirements.

# APPENDIX A

DEPARTMENT OF THE ARMY  
COMPONENT SAORM REPORT

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## Senior Agency Official for Records Management 2023 Annual Report

DoD Component Input from

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:

Position Title:

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 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.)

We will meet the intent of the mandate based on our execution of Headquarters Army (HQDA) Executive Order (Update to Transition to Electronic Records), and our current Digitization contract which addresses analog records on hand. We should also meet the intent of all new records being created, managed, preserved and transferred electronically. Both courses of action execution plans will have to be validated to ensure we meet the goal which may be after 30 June 2024. In addition, we still have some residual challenges to include budgetary constraints; manpower shortages; and lack of trained records officials.

3. Will your component 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.)

We will meet the intent of the mandate based on our execution of HQDA Executive Order (Update to Transition to Electronic Records) and our current Digitization contract which addresses analog records on hand. We should also meet the intent of all new records being created, managed, preserved and transferred electronically. Both courses of action execution plans will have to be validated to ensure we meet the goal which may be after 30 June 2024. In addition, we still have some residual challenges to include budgetary constraints; manpower shortages; and lack of trained records officials.

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.*

Records management language will be incorporated into the next Army Data Management Strategy update as discussed with the Data Management team.

To date, the Army has mapped NARA General Record Schedules to approved Army Data Governance roles and has updated Army Data Roles and Responsibilities to include records management. The Army is currently mapping Army Records Schedules to data leadership roles.

**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.)*

We meet quarterly. Recent discussion items included: 1. two approved HQDA Executive Orders (Records Management and Controlled Unclassified Information Training and Update to Transition to Electronic Records); 2. Defense Information Systems Agency Sunset of Defense Enterprise Email

retention and storage challenges; 3. Records Management and Army 365 retention challenges; 4. Request for Closure of an Army Audit Agency Report (Army Transition to Electronic Records); 5. Approval of Digitization Contract and Capabilities Planning Guidance FY25-29 Automation of Electronic Records; 6. NARA's Inspection of the Army Records Management Program plan of action; and 7. discussions regarding Army RM policy which includes three draft polices (RM, Army 365 and Collaboration Platforms, and Mobile Devices).

**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?)*

Records management is currently being integrated into all Army OCIO business processes in accordance with 44 U.S.C. 3506(b)(2) and OMB Circular A-130.

**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 currently do not have a Social Media Strategy, however "All Army Activities" message (Army Social Media Policy), Army Regulation 360-1 (The Army's Public Affairs Program), and the Army's Public Affairs Social Media Site have records management language that coincides with DoDI 5400-17 (Official Use of Social Media for Public Affairs Purposes). In the future, the Social Media Strategy will be encompassed in the Army's Communications Plan for 2024.

**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.*

Nothing notable to add.

# APPENDIX B

DEPARTMENT OF THE NAVY  
COMPONENT SAORM REPORT



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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:**

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- 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.
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Please provide the following:

Point of Contact:

Position Title:

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 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.)

There are still some business processes within the DON that require generation of physical records at this time. The DON will be submitting exception requests to NARA to support the continued generation of these physical records past the M-23-07 cutoff date which will remain in place until those business process have evolved to the digital medium, where possible. There are also permanent physical records that will not be transferred into a Federal Record Center prior to the M-23-07 cutoff date. These records will require physical management in the DON commercial vendor storage facility until they are digitized and accessioned to the National Archives. In support of this effort, the DON is evolving the currently implemented digitization program into a FADGI compliant digitization program.

3. Will your component 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.)

While the DON has taken steps to transition towards fully electronic recordkeeping, a commercial storage vendor will serve as an interim solution in support of that ongoing transition. The DON implemented and migrated to the new Electronic Records Management System, M365, in support of management and preservation of temporary records in electronic format. On September 6, 2022, the DON signed a contract for Iron Mountain to serve as the DON commercial records storage vendor to meet the requirements in M-23-07, 1.3, for Federal agencies to manage all temporary records in an electronic format or store them in commercial records storage facilities by June 30, 2024.

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.)

All legacy DON paper records are stored at the Federal Records Centers.

**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.*

The SECNAVINST 5430.7S, enclosure (1), paragraph 5f(4)(c) formally connects the SAIM/DON CIO and DON CDO in the development and enforcement of RM policies, processes and standards. As a DoD Component, the DON defers to the DoD Data Strategy. Per the DoD Data Strategy's Design For Compliance guiding principle, DoD must implement IT solutions that provide an opportunity to fully automate the information management lifecycle, properly secure data, and maintain end-to-end records management. The Department of Defense will make data management and compliance with policies a top priority as a critical success factor for continued funding of future warfighting solutions and a gateway for authorizations to operate. Data governance as an essential capability includes localized system decisions affecting data all the way through full records management of critical data assets within the Department. Proper implementation of data management and records management throughout the Department is essential. The data management strategy goals to make data trustworthy and make data secure both include records management in their outlined objectives.

The DoD Digital Modernization Strategy, DoD Information Resource Management Strategic Plan FY19-23, also directs DoD to invest in and maintain the infrastructure required to make DoD's data visible, accessible, understandable, trusted, and interoperable.

The DoD Manual 8180.01 (August 4, 2023), superseding the previous DOD 5015.02-STD, updates the Department requirements specific to IT planning for electronic records management.

**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.)*

The DON ARO and SAORM meet on a quarterly basis to review the requirements and implementation of electronic records management, M365 and physical records management at the commercial records storage facility.

**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?)*

The DON has not implemented an agency specific IRM Strategic Plan, the DON defers to the DoD CIO and the DoD IRM Strategic Plan. DON strategies are in line with the DoD Information Resources Management Strategic Plan and Digital Modernization Strategy (DoD – Digital Modernization Strategy – DoD Information Resource Management Strategic Plan FY19-23, June 2019).

**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.*

Per DoD and DON policy, DON components must apply the same approach to records regardless of format, media, or platform. The DON has not yet provided records management guidance specific to the capture of social media records but the DON is currently coordinating updates to both the DON Records Manual and the Records Management SECNAV Instruction policy. The DON follows NARA policies and instructions, guidance issued by the White House on disposition of Official Social Media accounts, and the SECDEF memorandum Guidance on Transition and Archiving of Official Social Accounts for direction regarding the transition and archiving of all official social media accounts across DoD, including accounts run by or for Presidential appointees. It is DoD policy that official social media accounts include all accounts created and managed using federal government

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resources, including time, manpower, and funds, to communicate the works of the Department. Official accounts can be institutional or individual. Because official accounts have been created and maintained using federal resources, their content is considered property of the federal government. Employees therefore may not retain official accounts or access to any official accounts in a personal capacity after departing the government or the government position associated with the account. Instead, official accounts must either be transferred to the next Administration or closed. Retention and disposition instructions of records associated with the accounts should be managed in accordance with the appropriate record schedules.

**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.*

To date, NARA has not provided guidance on their strategy for agencies to physically send electronic records via a cloud solution. This information is vital as agencies are required to maintain in electronic format but cannot progress in its own internal management without NARA's end state acceptance solution.

# APPENDIX C

DEPARTMENT OF THE AIR FORCE  
COMPONENT SAORM REPORT

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:

**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 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.)*

The Department of the Air Force (DAF) completed two pilots of Microsoft 365 (M365) and SharePoint Online capabilities for electronic records management, including records with a permanent retention, under the M365 E3 enterprise license; this ERM approach has been rolled out to select bases. In November 2023, the DAF upgraded to the M365 E5 enterprise license and is currently planning the framework for incorporating these additional capabilities. The DAF Chief Information Officer collaborates with other organizations to develop the records management and privacy framework for business processes in M365.

**3. Will your component 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.)*

Unless mandated by law, statute, or regulation, the majority of DAF records are already generated and maintained in electronic format. The DAF completed two test pilot programs based on Microsoft 365 (with limited records management capabilities under the M365 E3 enterprise license) to identify and establish appropriate records management business rules and framework. With the update of its M365 enterprise license to E5 in November 2023, the DAF has an E5 Records Management Integrated Product Team (IPT) outlining records management configuration tasks prior to the architecture of an electronic records management (ERM) solution, including migration from legacy shared network drives and stand up of a new file plan structure under SharePoint Online. The DAF E5 IPT is working to establish appropriate records management business rules and the framework in preparation for implementation across the DAF enterprise.

DAF records that cannot be managed and preserved electronically due to law, statute, or regulation are candidates for exception requests.

**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.)*

No current DAF analog records facility is known to store more than 25,000 cubic feet of records. Hence, the DAF does not have an agency-operated records storage facility required for closure by OMB Memorandum M-19-21/M-23-07 as clarified by NARA Bulletin 2020-01.

However, it is paramount for the DAF to continue to transition to electronic records and motivate functional processes in that direction. Currently, 62% of Air and Space Force Base records staging facilities have been closed, doubling the closures from 30% in CY 2022. Factors, such as funding and manpower challenges, across the DAF bases contribute to the delay.

The DAF nevertheless wants to meet the intent of OMB Memorandum M-19-21 by disincentivizing DAF functionals and units in continuing to generate hardcopy records and allowing DAF units and organizations to offer their way-ahead in closing their records staging areas via exception requests.

**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.)*

DAF bases and organizations are working to adhere the deadline of 30 June 2024 in closing base records staging facilities. With 38% of Air and Space Force Base records staging facilities still open, the DAF Records Office has advised DAF records managers to ship analog records to the FRCs by the deadline, including submission of transfer requests in the ARCIS system for NARA's approval, and to be aware of the remaining options to either ship analog records to commercial storage facilities after the deadline or scan the hardcopy records per NARA's digitalization standards for temporary and permanent records where it is economically feasible. Funding and manpower challenges continue to be contributing factors. The DAF Records Office anticipates submitting exception requests.

**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.*

Ensuring a sound governance strategy is paramount, which includes accessing, managing, retaining, storing, archiving, and disposing data effectively to enable DAF data being visible, accessible, understandable, linked, trustworthy, interoperability, and secure (VAULTIS). In Section 1.2 of Department of the Air Force Instruction 90-7001, Enterprise Data Sharing & Data Stewardship, the DAF Chief Data Officer (CDO) incorporates DAF records management in DAF Enterprise Data Management (EDM) with all information required for records management to be identified and

tagged.

As a component of DoD, the DAF adheres to DoD's policy and guidance such as DoD Instruction 8320.07, Implementing the Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense, which asserts data and information that meets the definition of a federal record will be managed in accordance with DoD records management policies, as well as the DoD Data Strategy, which emphasizes end-to-end records management for IT solutions, full records management of critical data assets, and approved standards for records management in making data secure.

References:

\* Department of the Air Force Instruction 90-7001, Enterprise Data Sharing & Data Stewardship - [https://static.e-publishing.af.mil/production/1/saf\\_co/publication/dafi90-7001/dafi90-7001.pdf](https://static.e-publishing.af.mil/production/1/saf_co/publication/dafi90-7001/dafi90-7001.pdf)

\* DoD Instruction 8320.07, Implementing the Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense - <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/832007p.pdf?ver=2019-06-06-091932-567>

\* DoD Data Strategy - <https://media.defense.gov/2020/Oct/08/2002514180/-1/-1/0/DOD-DATA-STRATEGY.PDF>

**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.)*

Along with other by-law compliance programs, the DAF Records Officer meets monthly to discuss status, successes, areas needing assistance, and other aspects of the DAF records management program.

**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?)*

Due to administrative reasons, the DAF Records Office has yet to incorporate NARA's digitization standards into Air Force Instruction 33-322, Records Management and Information Governance Program. However, this publication requires DAF readers to digitize permanent records in analog formats before transfer to the National Archives in accordance with its regulations and guidance, including metadata requirements. The DAF Records Office has informed DAF Command and

Agency Records Managers of NARA's digitization standards and requirements and meets quarterly to relay current NARA and DoD requirements.

Reference:

\* Air Force Instruction 33-322, Records Management and Information Governance Program - [https://static.e-publishing.af.mil/production/1/saf\\_cn/publication/afi33-322/afi33-322.pdf](https://static.e-publishing.af.mil/production/1/saf_cn/publication/afi33-322/afi33-322.pdf)

**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.*

DoD offers its components such as the DAF its DoD Instruction 5400.17, Official Use of Social Media for Public Affairs Purposes, which covers records management. The DAF provides its Air Force Instruction 35-101, Public Affairs Operations, and its Social Media Guide on social media guidance and web records management, which reiterate adherence to the Federal Records Act and National Archives and Records Administration and Department of the Air Force records schedules.

The DAF Records Office has a SharePoint site for DAF customers which contains various records management resources for reference and training along with its Air Force Instruction 33-322, Records Management and Information Governance Program.

References:

\* DoD Instruction 5400.17, Official Use of Social Media for Public Affairs Purposes - <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/540017p.PDF>

\* Air Force Instruction 35-101, Public Affairs Operations - [https://static.e-publishing.af.mil/production/1/saf\\_pa/publication/afi35-101/afi35-101.pdf](https://static.e-publishing.af.mil/production/1/saf_pa/publication/afi35-101/afi35-101.pdf)

\* Social Media Guide - [https://www.af.mil/Portals/1/documents/2021SAF/07\\_July/DAF\\_SM\\_Guide\\_Publication\\_v4.3.pdf](https://www.af.mil/Portals/1/documents/2021SAF/07_July/DAF_SM_Guide_Publication_v4.3.pdf)

\* Air Force Instruction 33-322, Records Management and Information Governance Program - [https://static.e-publishing.af.mil/production/1/saf\\_cn/publication/afi33-322/afi33-322.pdf](https://static.e-publishing.af.mil/production/1/saf_cn/publication/afi33-322/afi33-322.pdf)

**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.*

NARA can assist in promoting lessons learned and best practices in automation of electronic records management to decrease the records management compliance burden on members of Federal agencies, including the emerging use of generative artificial intelligence and continuing interaction with the Federal Chief Data Officer community on overlaps and standardization such as metadata.

The DAF Records Office appreciates the release of the long-awaited NARA standard in digitizing hardcopy permanent records in 2023.

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**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.*

NARA can assist in promoting lessons learned and best practices in automation of electronic records management to decrease the records management compliance burden on members of Federal agencies, including the emerging use of generative artificial intelligence and continuing interaction with the Federal Chief Data Officer community on overlaps and standardization such as metadata.

The DAF Records Office appreciates the release of the long-awaited NARA standard in digitizing hardcopy permanent records in 2023.

# APPENDIX D

CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
COMPONENT SAORM REPORT

# APPENDIX D-1

CHAIRMAN OF THE JOINT CHIEFS OF STAFF

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from Chairman of the Joint Chiefs of Staff**

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: Ms. Patricia A. Capers

Position Title: Chief, Records and Research Branch / Joint Staff Records Officer

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 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.)*

Joint Staff (JS) is on track to transfer all hard copy records to the Washington National Records Center prior to June 30, 2024. JS is managing its permanent electronic records (unclassified and classified) using its records management application. As of January 2024, the JS does not have any permanent electronic records that are eligible for transfer to NARA.

3. Will your component 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.)*

JS is on track to transfer all hard copy records to the Washington National Records Center prior to June 30, 2024. JS is managing its temporary electronic records (unclassified and classified) using its records management application.

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.*

The JS is currently developing a Joint Staff Data, Analytics, and AI Implementation Plan ( JS DAAIP). The draft JS DAAIP acknowledges the DoD Data, Analytics, and AI Adoption Strategy (DAAIAS) and accepts the key outcomes and goals the DoD DAAIAS provides. The JS Records Officer will work with the Joint Staff Data Officer to include records management principles.

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.)*

The JS Records Officer meets with the JS SAORM each quarter to report on RM activities and may attend additional meetings at the discretion of the SAORM. Topics include, but are not limited to, status of current tasks, projects, and programs, records management funding and manpower issues, and progress towards the JS oversight role of the Combatant Commands.

**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?)*

We are currently digitizing records and are in the process of moving forward a JS/CCMD strategy that has a digitization component.

**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.*

The JS is aligned with section 7, DoDI 5400.17, "Official Use of Social Media for Public Affairs Purposes" and NARA Bulletin 2014-02, "Guidance on Managing Social Media Records."

**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.*

JS would like to see expectations or success criteria for the culling of capstone email, chats, texts, etc. for permanent transfer to NARA. Guidance on how culling can be accomplished or on existing tools that are available that can cull email would be helpful. Future topics should include data management and preservation, including records and AI. Additionally, guidance should be provided for how permanent classified records can be transferred via Electronic Record Archive.

# APPENDIX D-2

UNITED STATES AFRICA COMMAND

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.
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- 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:

Position Title:

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 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.)

Newly appointed Command Records Manager is currently in the process of verifying all electronic permanent records across the Command to include their appropriate metadata. Partial completion anticipated for June 30, 2024 date.

3. Will your component 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.)

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.*

The Data Management Office is still in the process of editing their AFRICOM Manual. Records Management has not reviewed the draft document to verify whether records management principles have been accounted for.

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.)*

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDs fulfilling the role outlined in NARA Bulletin 2017-02, and includes component leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.

**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?)*

USAFRICOM has not developed an Information Resource Management (IRM) Strategic Plan. However, steps are underway to correct this.

**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.*

USAFRICOM does not have a social media strategy to date. Steps are being taken to correct this.

**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.*

NARA has a breadth of information resources now that assists in developing/redirecting the USAFRICOM Records Management Program.

# APPENDIX D-3

UNITED STATES CENTRAL COMMAND



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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:

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 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.)

3. Will your component 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.)

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.*

USCENTCOM has an approved Data Management Strategy that sets forth the Command Chief Data Officer's guiding principles, goals, and enables capability objectives to accelerate the Command's transition and transformation to a data-centric, data-driven operating environment. Additionally, CENTCOM Regulation (CCR) 25-21, Enterprise Data Management, establishes polices, responsibilities and procedures for data management throughout Headquarters USCENTCOM and the area of responsibility. This includes functional requirements for data tagging standards USCENTCOM will use to facilitate discovery and actions that support strategic objectives of information sharing, security, discovery, retrieval, releasability, and records lifecycle requirements.

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.)*

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDS fulfilling the role outlined in NARA Bulletin 2017-02, and includes component

leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.

**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?)*

This guidance is provided in CCR 25-50, Records Management Program, as well as official taskings to every Directorate and Special Staff office throughout the Command. Additionally, the Command has purchased high capacity scanners to support this effort, which includes training by the Records Management Branch to each user.

**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.*

Yes. CENTCOM Regulation (CCR) 25-50, Records Management Program, provides guidance on Social Media Records. It states that "Offices that use social media platforms and/or applications must be aware when the content becomes an official record and declare the information as such. Whether the information is declared prior to posting on social media or after, is a decision the office must make based on their business process. Facebook and Twitter records will be converted to .pdf prior to being placed into the Command's ERMA. Audio files, photograph files, and video files will have the appropriate metadata applied when placed into the ERMA for search retrievability."

**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.*

# APPENDIX D-4

UNITED STATES CYBER COMMAND

## Senior Agency Official for Records Management 2023 Annual Report

### DoD Component Input from United States Cyber Command

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: Christine C. Betts

Position Title: Combatant Command Records Manager

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 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.)

3. Will your component 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.)

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.)

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDs fulfilling the role outlined in NARA Bulletin 2017-02, and includes component leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.



**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?)*

Digitization standards are being incorporated into our current manual and instructions.

**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.*

Capturing and maintaining social media is currently being refined and incorporated into our current manual and instructions.

**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.*

NARA seems to be on-track with issuing guidance as needed.

# APPENDIX D-5

UNITED STATES EUROPEAN COMMAND

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:

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 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.)

A number of Office of Defense Cooperation (ODCs) are in the process of digitalizing their paper records and will not be able to meet June 2024 deadline. However, because of staffing and mission-related events, it has been challenging for the embassies and USEUCOM to complete this task. The Command Records Manager (CRM) must download permanent electronic records to the NIPR/SIPR Master Records Center (MRC) repositories from the Task Management Tool (TMT) dating back to 2011. However, this duty has proven to be challenging to do as there is only one person assigned as CRM. Request extension to December 2026 in order to meet this requirement.

3. Will your component 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.)

Most of the USEUCOM records are maintained electronically, with exception of the Special Security Office (SSO) which has been maintaining paper records when personnel in-processes. The CRM made the determination for SSO to keep CY23, and prior years records as long as they are disposed of in accordance with the records schedule. The SSO will maintained CY24 records electronically.

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.)

The Records Management Office (RMO) has made progress in scanning 8 boxes of paper records located in the Secretary of the Joint Staff (current Internal Storage Facility does no longer exist due to bldg realignment). The RMO has 4 boxes still needing scanning. Once all paper records are scanned, they will be transferred to NARA.

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.)*

USEUCOM temporary records will reside in the NIPR or SIPR Master Records Center until they are ready for disposition. There is no need for USEUCOM to transfer temporary records to NARA.

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.*

The CRM is currently working with the Data Management Office on developing a plan of action to include Records Management policy for DoD-365 Records Management requirements before Share Point On Line is put into effect. A Data Management strategy will include designing business rules and technical implementation for data protection and availability.

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.)*

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDS fulfilling the role outlined in NARA Bulletin 2017-02, and includes component leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.

**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?)*

The CRM has raised awareness among USEUCOM, and ODCs records liaisons regarding the significance of digitizing paper records by June 2024 but has not created an IRM Strategic plan. Instead, has been using the Director and Management Strategic Management Plan, Fiscal years 2023-2024 that the Joint Staff recommended if one was not developed; this plan has helped improve RM processes. Records liaisons were informed through emails and during the records management training to digitize paper records. Those offices who have paper records are currently in the process of scanning them.

**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.*

Social media records have been an ongoing challenge at the ODCs and USEUCOM. The CRM teaches the importance of social media record keeping but users rely on the local network or third-party companies who are not obligated to maintain social media content. Manual archiving of these types of records is time consuming for most users if not provided the correct technology tools to save time. The MRCs are not automated and required a lot of manual input. The CRM will create a social media compliance policy that includes social media strategies with relevant rules and regulations when USEUCOM starts using Share Point On Line.

**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.*

Since it has been challenging to purchase a third party Electronic Records Management System (ERMS) due to budget, it has been difficult to reach RM compliance. If DoD develops an ERMS with a single cutting-edge technology platform for all Component Commands to use, it will help meet NARA and the Joint Staff requirements while saving money and time.

# APPENDIX D-6

UNITED STATES INDO-PACIFIC COMMAND

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:



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 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.)

HQ USINDOPACOM Command Records Manager position has been vacant for a significant period of time. Command is still in the process of filling vacancy.

3. Will your component 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.)

Command is working on establishing a temporary solution while the Command is in the process of filling vacancy.

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.)

N/A

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.)

There will be a delay in RM processing during vacancy.

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.

Not implemented at this time due to vacancy.

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.)

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDs fulfilling the role outlined in NARA Bulletin 2017-02, and includes component leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.

**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?)*

Not implemented at this time due to vacancy.

**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.*

Process not implemented to date.

**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.*

Due to gapped position, need strategic way-forward due to gapped position and no one on staff with Records Management background/experience.

# APPENDIX D-7

UNITED STATES NORTHERN COMMAND

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.
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- 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:

Position Title:

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 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.)

3. Will your component 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.)

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.*

All policy created within the Command goes through the records management office. In particular, the Data Team at NNC HQ recognized the value of ensuring records are scrubbed for information and that we are following the most recent policies from NARA and the DoD. NNCI 33-194 v2, Records Management specifically addresses these records and ensure capture of ALL data in approved ERMA's.

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.)*

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDS fulfilling the role outlined in NARA Bulletin 2017-02, and includes component leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.

**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?)*

All scanners have been upgraded and settings default to OCR for all documents - including satellite offices. This requirement is identified in NNC Instruction 33-194 v2, Records Management. The culture at NORAD and NORTHCOM is such that all personnel desire to ensure anything that isn't created electronically quickly becomes electronic and is stored per policy requirements.

**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.*

I and my preceding Command Records Manager have addressed this topic with the Public Affairs office. Their social media (SM) strategy what influenced by Records Management such that all SM posts are captured - to include public commentary. This is identified in NORAD and NORTHCOM Instructions NNCCSCAT 35-145, NNCCSCAT 35-145, NNCHOI 35-130, and NNCI 33-194 v2.

**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.*

While we are working diligently to ensure compliance with all law and policy, there are some capabilities we lack. We are not funded to capture data from mobile devices in a meaningful way and are constrained by our service provider on what we are allowed to do. It would be fantastic if NARA would provide some direction on how we are to comply with their directive on mobile devices or to provide funding for such.



# APPENDIX D-8

UNITED STATES SOUTHERN COMMAND

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.

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Please provide the following:

Point of Contact:

Position Title:

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 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.)

3. Will your component 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.)

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.)

With the exception of a records storage facility in Guantanamo Bay, Cuba, all USSOUTHCOM records storage facilities are closed. By court order and DoD Policy, all physical and electronic records to include electronic media associated with detainee operations at Guantanamo Bay, may not be removed from the storage facility. The RM will submit an exception request regarding the facility located on GTMO.

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.)*

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDs fulfilling the role outlined in NARA Bulletin 2017-02, and includes component leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.

**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?)*

SOUTHCOM Records Management office has created a 2022-2026 Records Management Strategic Plan. The strategic Plan is currently being updated to incorporate NARA's digitization standards which includes basic administrative metadada fields required. However, NARA's digital Imaging service has paused their service until FY24.

**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.*

Records Management Office has addressed capturing and maintaining social media records within the SOUTHCOM Records Management program regulation. The Social Media regulation is a responsibility of USSOUTHCOM Public Affairs; the Command RM requirements are incorporated with the Social Media regulation.

**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.*

# APPENDIX D-9

UNITED STATES SPACE COMMAND

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.
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Please provide the following:

Point of Contact:

Position Title:

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 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.)

3. Will your component 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.)

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.)

USSPACECOM is a tenant to the host base (Peterson Space Force Base) and does not have a records storage facility. USSPACECOM has an electronic environment established for record content, therefore commercial storage is not required.



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.)*

USSPACECOM is a tenant to the host base (Peterson Space Force Base) and does not have a records storage facility. USSPACECOM has an electronic environment established for record content, therefore commercial storage is not required. The Command will not have any records that are eligible for transfer until on or after 2044.

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.*

USSPACECOM does not have a published Data Management Strategy. Presently, a preliminary step is being taken through the circulation of a draft Digital Superiority Directorate (DSD) Data Management and Analytics Instruction by USSPACECOM. This instruction aims to institute a flexible Data Management Framework tailored to enhance support for USSPACECOM's data analytics and governance procedures.

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.)*

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDS fulfilling the role outlined in NARA Bulletin 2017-02, and includes component leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.

**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?)*

The Command has instituted policies and procedures to adhere to information governance standards, aligning with the records management framework and requirements. The USSPACECOM Command Records Manager is proactively involved in ongoing collaboration with command stakeholders, including Network, Security, Judge Staff Advocate, FOIA/Privacy, and Inspector General. This ensures consistent awareness and communication among all parties regarding policy updates within their respective areas of expertise.

**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.*

USSPACECOM does not have a published Social Media Strategy. Presently, the USSPACECOM Records Management (RM) Instruction addresses social media records, detailing procedures to ensure content is appropriately captured and filed within the USSPACECOM Electronic Records Management (ERM) system.

**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.*

I recommend incorporating records management (RM) into the agency's Capital Planning and Investment Control (CPIC) process, accompanied by a request for central funding to bolster the RM program. There is a significant advantage in establishing a standardized Electronic Information (EI) technology/tool solution across the Department of Defense (DoD) with cross-functional capabilities, particularly in automating records management processes. This approach would eliminate the necessity for each Command to independently discover and acquire an EI technology/tool solution, promoting efficiency and consistency in recordkeeping practices across the organization.

# APPENDIX D-10

UNITED STATES SPECIAL OPERATIONS  
COMMAND

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.

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Please provide the following:

Point of Contact:

Position Title:

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 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.)

3. Will your component 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.)

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.)*

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**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?)*

USSOCOM's effort to digitize records began in summer 2003, the focus was placed on ensuring that any paper records that existed within each assigned office was scanned and transferred to a digital record.

**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.*

Policy Memorandum 21-30, Dated 23 Sep 23, covers the use of social media by US Special Operations Command Personnel.

**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.*

# APPENDIX D-11

UNITED STATES STRATEGIC COMMAND



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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.

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Please provide the following:

Point of Contact:

Position Title:

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 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.)

3. Will your component 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.)

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.*

Reflected in United States Strategic Command Instruction (SI) 501-15, Knowledge and Information Manager; as well as, SI 930-01, Records Management Program.

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.)*

**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?)*

USSTRATCOM's chosen Records Management Application (i.e., Content Manager v10.1) has been formatted to capture all NARA mandated metadata requirements.

**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.*

Reflected in United States Strategic Command Instruction (SI) 930-01, Records Management Program.

**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.*

Although USSTRATCOM has become fully electronic for recordkeeping, as CRM, I'd like to know if NARA could provide easy step-by-step guidance on how to best submit permanent electronic e-mails to NARA upon meeting their disposition.

# APPENDIX D-12

UNITED STATES TRANSPORTATION  
COMMAND

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:

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 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.)

TCCS-KM CRM is working with the different ROs to identify, locate, and manage the RM program within their areas of responsibilities.

3. Will your component 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.)

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.)*

Current temporary physical records are being scanned and digitized by our local Communications squadron. Once completed, those records will be returned to the RO to review the disposition/retention as it was identified that the incorrect disposition schedule was applied from when received at the staging facility. An Air Force disposition was applied instead of a Joint Records disposition at that time.

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.*

USTRANSCOM does not require a data management strategy. USTRANSCOM will use the DOD/JS strategy.

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.)*

The Joint Staff SAORM is designated, as part of the oversight role of Combatant Command records management programs, as the SAORM for each CCMD. The JS SAORM advocates for and speaks on behalf of the CCMDS fulfilling the role outlined in NARA Bulletin 2017-02, and includes component leadership in RM decision making. The JS SAORM meets virtually with the CCMDs annually.



**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?)*

USTRANSCOM does not require a Information Resource Management strategy. USTRANSCOM will use the DOD/JS strategy.

**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.*

USTRANSCOM does not require a social media strategy. USTRANSCOM will use the DOD/JS strategy.

**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.*

At USTRANSCOM, Records Management is a program that follows Joint Staff guidance. A strategy is not required.

# APPENDIX E

OFFICE OF THE SECRETARY OF DEFENSE  
COMPONENT SAORM REPORT

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## Senior Agency Official for Records Management 2023 Annual Report

### DoD Component Input from

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.
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- 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:

Position Title:

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 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.)*

In 2020, the Defense Information Systems Agency (DISA) and the Joint Service Provider (JSP) deployed collaborative platforms such as MS TEAMS and the DoD Cloud Solution (DoD 365) across the Department. Due to licensing constraints, records management capabilities of these solutions were not investigated until June of 2021. Although, these solutions have some records management capabilities and can assist with the automatic retention of records and information within Microsoft Office 365, concerns remain. Due to cybersecurity and technical issues, the deployment has been delayed. DISA and JSP are working with Microsoft and its DoD customers to resolve these issues.

3. Will your component 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.)*

Although the OSD Records and Information Management Program made progress in areas such as development of new policies to assist offices in identifying data and coordinating with IT Staff (Defense Information Systems Agency and Joint Service Provider) to implementing disposition authorities into Microsoft Office 365 for the OSD Components, there are several IT/Records Management capability gaps for OSD Enterprise to achieve full compliance.

- Gaps remain in the proposed solution for DoD 365, primarily regarding identification and implementation of roles and responsibilities within the DoD 365 cloud tenant.
- The lack of a long-term storage solution, funding, staffing, and coordination between Chief Information Officers, IT-staff and Records Managers.
- Other challenges include organizational resistance to change, management of digital classified information, and competing IT systems and information silos.
- External challenges such as the delayed update to 36 CFR 1236 Electronic Records Management regulation caused significant concern among records managers from proactively digitizing and destroying paper records.

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.*

The Deputy Secretary of Defense promulgated the DoD Data Management Strategy in 2020 and Office of the DoD Chief Information Officer promulgated the DoD Records Strategy in 2023. There are certain elements between both strategies that overlap, however the OSD RIM Program would like to see more inter-operation between both strategies. In practice, they are siloed strategies that do not align or reinforce each other in the field or in application of the management of DoD's data or records. Also, while the DoD Chief Data and Artificial Intelligence Officer is the CDO at the Department level, there is currently no Component or office identified as the CDO for OSD Enterprise.

**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.)*

The OSD SAORM meets with the OSD Records Administrator on a bi-weekly basis. These discussions pertain to the health and management of the OSD Records and Information Management Program, areas of high interest, and the state of the OSD Enterprise's compliance with records management laws and regulations. At the request of the OSD SAORM, the OSD Records Administrator provides records management briefings of high interest to Senior-level OSD Management Groups (i.e. OSD Senior Administrative Officers Forum or the Deputy's Management Action Group).

The OSD SAORM delegates the responsibility to the OSD Records Administrator to hold at least two annual meetings with the OSD Component Records Management Officers (CRMOs) and their staff, dedicated to specific records management subjects or issues as warranted. The OSD Records Administrator supports and meets the CRMOs regarding specific concerns/issues that impact their Components.

The OSD Records Manager meets with the Component CRMOs and Records Liaisons weekly or more if situations dictate.

**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?)*

The Office of the DoD Chief Information Officer recently published DoDM 8180.01, which implements policy, assigns responsibilities, and provides procedures specific to electronic records management (ERM) for DoD information technology (IT) acquisition, configuration, implementation, and maintenance of IT systems and services. However, the OSD Enterprise recently re-established its Chief Information Officer position and staff within the Office of the Director of Administration and Management. As a result, their roles and responsibilities are still under development. It is currently unclear who within OSD is responsible for implementation for digital modernization strategy.

**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.*

Development and implementation of a social media strategy is the programmatic responsibility of the ASD for Public Affairs. The OSD Records and Information Management Program coordinates records management policies and procedures with the ASD for Public Affairs, which are reflected in the OSD "Administrative Instruction 15 - OSD Records and Information Management Program" and supplemental guidance named the "OSD PRIMER."

**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.*

A common sense approach to implementation of NARA's updated Digitization and Transfer requirements. Requiring records digitized under previous NARA standards, to now undergo the records scheduling process (when already on existing approved schedules), seems inefficient and could be accomplished via established processes and annotated in Transfer Request documentation. If NARA remains rigid with this requirement, it will create a large burden of effort on NARA and its customers.

# APPENDIX F

INDEPENDENT AGENCY INPUT TO  
DOD SAORM REPORT



# APPENDIX F-1

ARMY AIR FORCE EXCHANGE SERVICES

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:

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 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.)

3. Will your component 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.)

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.)

AAFES maintains some temporary records in a secure holding area within our HQ. Will need further clarification on whether or not these records are excluded in the memorandum.

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.*

Records management isn't currently included in updates to data management policy within the organization. Further research and evaluation will be necessary to determine if policies align.

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.)*

SOARM and Records Officer are the same role. Updated RM guidelines and policy is disseminated to departmental Record Liaison Officers (RLOs) and updated in online training modules.

**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?)*

Updated NARA digitization standards will be included in online publication update in 2024. Currently, departments are provided information on an as-needed basis, as most have completely transitioned to electronic records.

**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.*

Currently developing plan to identify social media data/records that are not captured in RM inventoried project management tool and asset file structure.

**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.*

# APPENDIX F-2

DEFENSE COMMISSARY AGENCY

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## Senior Agency Official for Records Management 2023 Annual Report

### DoD Component Input from

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.

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- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.
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Please provide the following:

Point of Contact:

Position Title:

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 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.)

3. Will your component 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.)

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.)*

DeCA will scan records into its RMA and destroy the paper copy on-site.

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.*

DeCA currently does not have a Chief Digital Artificial Officer (CDAO) in place.

However, a Business Needs Statement was submitted for approval in FY2023. A Component level Data Management strategy plan is projected for completion the end of FY24.

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.)*

The DoD SAORM is the SAORM for DeCA.

**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?)*

DeCA has started this process with the implementation of an RMA to manage its records. The RMA is used to access records in a timely manner, support litigation and eDiscovery request.

**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.*

Social media directive is currently being updated to align with the current DoDI 5400.17 and NARA guidelines.

**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.*

In addition to NARA existing guidance, DoD 8180 AA, DeCA has the information needed to support DeCA projected strategic plan for records management.

# APPENDIX F-3

DEFENSE CONTRACT AUDIT AGENCY

**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from Defense Contract Audit Agency (DCAA)**

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: GREG SULLIVAN

Position Title: RECORDS MANAGER

DoD Component: Defense Contract Audit Agency

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 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.)*

DCAA Permanent records are being preserved electronically in an Enterprise Content Management System (Livelink) with appropriate metadata. Currently permanent electronic records do not meet the minimum transfer criteria for legal transfer to the National Archives. Permanent electronic records are transferred to the National Archives between 15 year and 20 year(s) after creation. Permanent records stored at Federal Records Centers are transferred to the National Archives annually via the annual transfer process.

3. Will your component 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.)*

Temporary records are being managed electronically in Livelink.

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.)*

DCAA does not operate a record storage facility.

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.)*

DCAA has a small volume of physical records eligible for transfer to the Federal Records Center (FRCs). The FRCs has approved the transfer requests and we will transfer the records by the 30 June 2024.

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.*

The records manager is actively engaged with the Data Governance Office in establishing an information governance framework that integrates records management, data management, and other agency information lines of business.

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.)*

The SAORM is proactively engaged in the records management program and provides the necessary resources and leadership to adequately accomplish program goals.

**8. Has your component incorporated NARA's digitization standards into your InformationResource 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?)*

The records management staff is actively engaged in ensuring the proper digitization scanning and digitization process captures all information contained in the original source records and protects against unauthorized deletions, additions, or alterations to the digitized versions.

**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.*

DCAA has an active policy and procedures for capturing and managing records in all formats, including text messages, chat, or other messaging platforms, such as social media or mobile device applications, which helps agency employees and contractors fulfill their record keeping responsibilities

**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.*

NARA provides sufficient guidance to support the strategic direction of our records management program

# APPENDIX F-4

DEFENSE CONTRACT MANAGEMENT  
AGENCY



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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:

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 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.)*

DCMA continues efforts to meet the June 30, 2024, deadline. While the vast majority of records are in an electronic format, additional work is needed in identifying potential permanent records in the analog format. Metadata has been standardized for Agency-wide use when records are created.

3. Will your component 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.)*

DCMA continues efforts to meet the June 30, 2024, deadline. Metadata requirements have been standardized for Agency-wide use when creating official records. However, we continue to identify analog records for transfer to the appropriate FRC, which represents a potential risk to meeting the deadline.

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.)*

DCMA continues efforts to meet the goal to transfer inactive records to the appropriate FRC by June 30, 2024; however, additional work is required in the interim and there is a potential for slippage. . DCMA does not use commercial storage facilities.

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.*

The DCMA Data Management Strategy is contained in DCMA Manual 4502-15, "Enterprise Data Governance." Records Management is addressed in the document. Likewise, guidance associated with records management is addressed in DCMA Manual 4501-04, "Records and Information Management." In 2023 DCMA formally designated a Chief Data Officer (CDO) and employs a Data Management Committee to facilitate strategy execution. Efforts will be undertaken to ensure the Agency Records Officer is a member of the Data Management Committee.

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.)*

DCMA does not have a SAORM. However, DCMA does have an ARO position (although vacant) and has established a Records Management Integrated Project Team (IPT) that meets weekly to discuss/address RM issues at the Agency level. Additionally, the temporary ARO has recently established a monthly meeting with Records Liaison Officers (RLO) and Records Coordinators (RC)

to discuss/address RM issues and challenges below the Agency HQ level.

**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?)*

DCMA has documented baseline digitization guidance in DCMA MAN 4501-04, "Records and Information Management Program," Volume 1, Section 9. However, the guidance could be enhanced further. Such enhancements will be included in the next update to the DCMA guidance.

**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.*

DCMA has provided baseline policy on capturing and maintaining information constituting an official record derived from social media in DCMA MAN 4501-04, Volume 1, "Records and Information Management Program". However, additional assessment is needed to determine if the existing guidance is sufficient and what level of compliance is being met.

**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.*

# APPENDIX F-5

DEFENSE COUNTERINTELLIGENCE AND  
SECURITY AGENCY

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:

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 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.)*

DCSA is implementing an enterprise-wide electronic records management application (eRMA) with the capability to manage permanent electronic records and pre-accession them for transfer to NARA. Additionally the application will have administrative controls necessary to accurately track transfers of those permanent electronic records and know if and when there are records due for transfer to NARA.

3. Will your component 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.)*

Once fully implemented, the eRMA will allow DCSA will meet this goal. The eRMA will allow for full management and preservation of all temporary records in an electronic format throughout the lifecycle of the record.

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.*

DCSA has a Data Strategy that was approved in 2021.

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.)*



**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.*

All DCSA social media postings are approved by the Office of Communications and Congressional Affairs. Once fully implemented, the eRMA will be able to capture these records.

**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.*

# APPENDIX F-6

DEFENSE FINANCE AND ACCOUNTING  
SERVICE

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.
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- 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:

Position Title:

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 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.)

3. Will your component 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.)

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.*

Under Development

**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.)*

**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?)*

Under Development.

**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.*

Under Development

**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.*

We follow and comply with NARA policy.

# APPENDIX F-7

DEFENSE INFORMATION SYSTEMS AGENCY

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:



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 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.)

3. Will your component 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.)

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.)*

All inactive records are already stored at a Federal Records Center.

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.)*

**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?)*

DISA is currently updating the Agency Records Management Strategic Plan, to include incorporation of digitization standards for permanent and temporary records.

**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.*

Records within DISA social media platforms that are permanent/temporary records with retention periods longer than one (1) year must be captured and maintained in an approved DISA record keeping system. Records with retention periods of one (1) year or less may be managed within the social media platforms.

**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.*

# APPENDIX F-8

DEFENSE LOGISTICS AGENCY

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.
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- 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:

Position Title:

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 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.)

DLA has requested an exception to M-19-21 and M-23-07 to extend the deadline to Dec. 31, 2028. The request was sent forward on October 23, 2023 and again on February 6, 2024. A response is still pending. The majority of the remaining analog records are long-term temporary with retentions between 30 and 100 years. These require significant planning to mitigate loss of records due to technical obsolescence. Additional time is needed for offices to transition to electronic record keeping and close out current analog long-term contracts while mitigating the loss of information that is being maintained in a hybrid contracts stored in multiple locations.

3. Will your component 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.)

DLA has requested an exception to M-19-21 and M-23-07 to extend the deadline to Dec. 31, 2028. The request was sent forward on October 23, 2023 and again on February 6, 2024. A response is still pending. The majority of the remaining analog records are long-term temporary with retentions between 30 and 100 years. These require significant planning to mitigate loss of records due to technical obsolescence. Additional time is needed for offices to transition to electronic record keeping and close out current analog long-term contracts while mitigating the loss of information that is being maintained in a hybrid contracts stored in multiple locations.

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.)

DLA does not have any RHAs; however, we have identified offices that manage Hazardous Waste Contracts (Disposition Services) and Foreign Military Sales (DLA Distribution) that are in the process of fully transitioning to electronic records. The offices have identified the need for additional time to meet the requirement. A waiver request was submitted to extend the date to December 2028 to allow

current contracts to be closed and as of 2023, all new contracts are handled electronically.

**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.)*

DLA does not use commercial storage facilities. Currently, DLA Disposition Services which manages hybrid contracts across several locations has an on-going schedule for shipment of records to the FRC and requested additional time to ship remaining analog as they continue to transition.

**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.*

DLA Records Management is currently working with the DLA Chief Data and Analytics Officer to incorporate records management principles into the DLA Data Management Strategy. This effort began in early 2023 and is expected to be completed by end of FY24 with ability to maintain updates as record management continues to evolve.

**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.)*

**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?)*

DLA does not have an Information Resource Management Strategic Plan in place. We are currently revising the DLA Records Management program to allow for more efficient management and accountability and include the IRM within the program operations.

**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.*

**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.*

DLA requests NARA review and approve our request for an extension for compliance with the completed transition to electronic records.



# APPENDIX F-9

DEFENSE TECHNICAL INFORMATION  
CENTER

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.
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Please provide the following:

Point of Contact:

Position Title:

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 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.)

3. Will your component 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.)

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.)*

A limited subset of historical records are retained in DTIC office space for ease of access/reference.

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.*

DTIC is a knowledge organization; records management principles are ingrained in our business practices and operations.

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.)*

ARO retired with no notice on 30 December 2022 and the position remains vacant. We continue working with our HR service provider on a revised recruitment strategy. A regular cadence of meetings will resume upon ARO backfill.

**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.*

DTIC's social media presence is limited to copies of job announcements on LinkedIn which is non-record material.

**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.*

Recommend that NARA recognize DoD is one cabinet-level/CFO agency; inspections of DoD components certainly help us all to improve but, when it comes to matters of enterprise solutions and capabilities, NARA should address these at the enterprise level.

# APPENDIX F-10

DEFENSE THREAT REDUCTION AGENCY

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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Please provide the following:

Point of Contact:

Position Title:

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 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.)

3. Will your component 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.)

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.*

As of January 2024, DTRA has created the Chief Digital and Artificial Intelligence Office (CDAO), who will be responsible for data management implementation. As such, DTRA does not have an enterprise Data Management Strategy that includes records management but will in the near future.

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.)*

The Agency Records Officer and the Agency's SAORM meet monthly for updates on the progress of the records management program.

**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?)*

NARA's digitization standards have been incorporated into our records management resource user guide.

**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.*

Social media records management processes are included in our records management 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.*

Implementation plan and/or a methodology to electronically transfer permanent email records from DISA to NARA.

# APPENDIX F-11

MISSILE DEFENSE AGENCY

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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.

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Please provide the following:

Point of Contact:

Position Title:

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 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.)

3. Will your component 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.)

No. The Missile Defense Agency currently manages the majority of its temporary records in electronic format. In compliance with M-19-21 and M-23-07, the Agency contracted with the Defense Logistics Agency in CY2022, CY2023, and have a current agreement for CY2024 to digitize sizable batches of paper records, which was the majority of the physical paper records inventory. The bulk of the Agency's current inventory is now in digital format, with the last remaining batch pending funding availability for digitization.

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.)*

Please reference the response to Q3, "...with the last remaining batch pending funding availability for digitization",

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.*

Yes. The Missile Defense Agency has both staff and policy as part of the governance framework for Records Management. There is an appointed Agency Records Officer (ARO) with the required certification in Federal Records Management from the National Archives and Records Administration. The Records Program is supported by a core team comprised of a Records Specialist and an ECaRT Application (Records Repository) Specialist along with a distributed team of Primary and Alternate Records Liaison Officers that are trained and appointed in writing for each area of record and are reappointed annually. From an organizational perspective, the Records Management Program is located in the Office of the CIO, is considered a key program office, and the ARO is in regular communications with the CIO and other senior leaders. Further, objectives, goals, and measures have been identified and are routinely measured. The Agency invests in a DoD 5015.02-Standard electronic records management application to ensure digital capacity and compliance. The Governance framework also includes an Agency level directive, MDA Directive 8180.01, "Enterprise Records Management", that provides guidance for the proper implementation of records management. The ARO works collaboratively with the Chief Privacy and Civil Liberties and Transparency Officer to jointly address records and privacy concerns. Further, the ARO has assigned responsibilities in the fulfillment of FOIA requests and partners with data and email management personnel as necessary to satisfy FOIA requirements. Security is the foundation of the entire framework and is documented through Agency policy and implemented through technology with the use of user-based permissions, where applicable.

**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.)*

The MDA SAORM communicates and meets routinely with the Agency Records Officer and Team to discuss program health and status, RM goals, records management activities/projects, assessments, upgrades to the records repository tool (ECaRT), storage, software licenses, funding, and digitization efforts. Additionally, approvals and/or challenges requiring SAORM visibility are elevated out of cycle as situationally necessary.

**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?)*

Records Management practices are defined in the MDA local issuance, MDA Directive 8180.01, "Enterprise Records Management", which is applicable to all personnel, programs, and offices. The management of digital records is considered in the identification, capture, and transfer of records into the Agency's repository, Electronic Content and Records Tool (ECaRT), and transfers to NARA. Additionally, budgeting and financial planning for the procurement, sustainment, and support of IT tools that support digital records management are prioritized and allocated as appropriate by the Agency.

**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.*

Our component manages social media records (MDA Public Website records) IAW with MDA Directive 8180.01, "Enterprise Records Management," which is our Agency's overarching policy that addresses the capture and maintenance of records.

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**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.*



# APPENDIX F-12

NATIONAL GUARD BUREAU

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**Senior Agency Official for Records Management  
2023 Annual Report**

**DoD Component Input from**

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:

Position Title:

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 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.)

NGB is taking action, however, the organization is currently under a "Do not Destroy Order". NGB is working to complete the records schedule for approval by NARA.

3. Will your component 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.)

The NGB does not have records schedules or dispositions for records other than NARA's pre-established General Records Schedule (GRS). The limited ability to conduct in-person records inventory in 2021 and 2022 due to HPCON restrictions has further elongated NGB's implementation of M-19-21, 1.3 and M-23-07, 1.3. NGB is currently implementing an organization wide records inventory. It will also inform NGB of the current scope for digitizing all hard copy permanent records into electronic format.

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.)

Until the full records inventory is complete and the full scope of NGB's records is identified NGB does not know if exceptions will be requested or required.

NGB does not have any NARA approved component-operated records storage facilities. The only records storage areas are CFAs (Central Files Areas) at various offices.

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.)*

Until NGB has a NARA approved Records Schedule and the full records inventory is complete and the full scope of NGB's records is identified NGB does not know if exceptions will be requested or required.

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.*

NGB Joint Staff has developed a new Instruction and is working on publishing a new manual to lay the foundation for establishing an integrated framework. Additionally, NGB Joint Staff, based on NARA guidance, will develop a Records Management strategic plan that nests under our CIO's information framework. However, gaps remain in the implementation and enforcement of these policies across the organization.

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.)*

NGB has established a training program to educate and train staff on its compliance with statues and regulations in records management. As the staff becomes trained, we will be better able to evaluate the program.

As a DRU (Direct Reporting Unit) of DOD, input will be provided by the DOD SAORM.

**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?)*

We are reviewing and working with our Knowledge Management and J-6 CIO to review the digitization standards.

**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.*

NGB had developed policies, but is not able to fully implement procedures, due to our dependence on DISA and DA enterprise software applications. Since NGB does not host the data for MS Teams or MS Outlook we have limited ability to ensure the preservation of electronic messages and mail independently. We are and will be working with our Knowledge Management and J-6 CIO to review the preservation of electronic messages.

**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.*

The specific policy that is needed from NARA would be mandating the NARA training courses needed for records management. Engagement with DISA in communicating policy and guidelines that will enhance the records management moving forward.