



Senior Agency Official for Records Management 2023 Annual Report

The National Archives and Records Administration (NARA) requires Senior Agency Officials for Records Management (SAORM) to provide an annual report demonstrating how agencies are handling important records management initiatives as identified by NARA.

NARA uses the reports to determine the overall progress of the federal government in managing its records and the transition away from paper to digital formats, and to identify best practices and model solutions within federal agencies.

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

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

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

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

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

NARA plans to post your 2023 SAORM report on the NARA website upon receipt. Please ensure that your agency's report is a publicly releasable version. This action is in the interest of transparency in government and to promote collaboration and communication among agencies. NARA intends to list any non-responding agencies in a summary report on our website.

Instructions for Reporting:

- This template covers records management program developments, including those related to the transition to electronic recordkeeping as required by M-19-21 and M-23-07.
- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.
- Please complete the questions/items below and send the report to rmsselfassessment@nara.gov. Include the words “SAORM 2023 Annual Report - [Agency Name]” in the subject line of the email.
- If you are responsible for records management in multiple agencies, components, or bureaus, please determine how you will submit reports to NARA. While NARA prefers a comprehensive report, you may submit separate reports for each component.

NARA may follow up with agencies to obtain additional information and/or documentation related to responses provided in the template.

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

Provide the following information (required):

- Name of SAORM: John L. Hairston
- Position title: Administrator and Chief Executive Officer
DOE – Bonneville Power Administration

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

Please provide a list and indicate any that are new or have been changed due to reorganization or other circumstances.

DOE – Bonneville Power Administration

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

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

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

3. Will your agency meet the goal to manage and preserve all temporary records in an electronic format by June 30, 2024? (M-19-21, 1.3 and M-23-07, 1.3)

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

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

It is BPA policy that records are created and maintained electronically to the greatest extent possible, and BPA generally expects to meet this goal with new temporary records, but there are some limited exceptions where records are required to be managed in analog (e.g., letters of credit issued by banks). BPA also generally expects to meet this goal with legacy analog records; however, some existing records will remain in BPA custody in analog format past the deadline because the records have a short retention and digitization or transfer to a Federal Record Center would be cost prohibitive. BPA's records management program (Information Governance & Lifecycle Management program (IGLM)) will dispose of those records once they are eligible. IGLM is also aware of some individual workgroups that continue to maintain analog records and will continue to work with those groups to move to electronic recordkeeping to the greatest extent possible.

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

- Yes
 No
 Not applicable, my agency does not have agency-operated records storage facilities
 Not applicable, all records are in electronic format

BPA technically does not have an agency-operated records storage facility; it has an inactive records holding area that is managed by records management program (Information Governance & Lifecycle Management program (IGLM)) staff. IGLM staff are closing this area and will not accept new records.

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

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- 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>)

- Yes
- No

Please explain your response.

BPA has designated a Chief Data Officer who chairs a Data Governance Oversight Team, of which the Agency Records Officer is a member. The agency has developed a data management strategy that includes how to implement data management services but does not specifically include records management principles. The agency has approved an Enterprise Data Governance Policy which is consistent with records management principles.

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

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

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

As SAORM I have empowered the Audit, Compliance, & Governance Committee (ACGC) of the Enterprise Board to oversee compliance and governance programs, including the records management program (Information Governance & Lifecycle Management program (IGLM)). The ACGC includes the Chief Administrative Officer, Chief Operating Officer, Chief Workforce and Strategy Officer, Executive VP of Compliance, Audit, and Risk, Chief Financial Officer, and General Counsel. The ACGC chartered the Information Governance Oversight Team (IGOT), a sub-committee that is chaired by the Agency Records Officer (ARO) and comprised of managers from other organizations, that is responsible for overseeing and evaluating the effectiveness of

records management. The IGOT, through the ARO, reports to the ACGC. Additionally, the ARO reports to the Chief Compliance Officer and IGLM is within Agency Compliance & Governance which reports to me through the Executive VP of Compliance, Audit, and Risk.

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

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

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

BPA does not have an Information Resource Management Strategic Plan. BPA posted FAQs and a digitization checklist in June 2023 that incorporates NARA’s standards and is currently drafting an agency-wide digitization procedure that includes NARA’s digitization standards, to be finalized by the end of Q2.

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

- Yes
- No

Please explain your response.

BPA addresses social media records in policy (BPA Policy 236-14, *Overview of Communication Tools*), but is currently working on how to capture and maintain 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.

