



INTER-AMERICAN FOUNDATION
EMPOWERED COMMUNITIES, SUSTAINABLE RESULTS

MEMORANDUM

DATE: March 11, 2022

TO: The National Archives and Records Administration

FROM: Lesley Duncan
Interim CEO/President
Inter-American Foundation

SUBJECT: Senior Agency Official for Records Management FY 2021
Annual Report

Attached please find the Inter-American Foundation's 2021 Records Management Annual Report, which complies with the *Managing Government Records Directive (M-12-18)* requirement that Senior Agency Officials for Records Management (SAORMs) provide an annual report to NARA.

The Inter-American Foundation (IAF) is an independent agency of the United States government whose mission is to promote grassroots development throughout Latin America and the Caribbean. To achieve this, the IAF responds to innovative ideas presented by the organized poor from Latin and South America aimed at improving their livelihoods. The IAF is one of the smallest federal government agencies, with 50 employees, all located in Washington DC. The agency uses shared service providers for many activities, including budget, accounting, procurement, payroll, and other human resource services. While we are cognizant of the importance of records management, there is no staff person solely designated to those efforts.

Please feel free to contact Aaron Fisher, Senior Management Analyst, at afisher@iaf.gov or 202-683-7182 if you have any questions.

Provide the following information (required):

- Name of SAORM: Lesley Duncan
- Position title: Chief Operating Officer
- Address: 1331 Pennsylvania Ave NW, Suite 1200 North, Washington DC 20004

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

Inter-American Foundation (IAF) - no subsidiary bureaus or components

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

- Yes
 No
 Do not know

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

- Yes
 No

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

- Yes
 No
 Do not know

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

- Yes
 No
 Do not know

6. Does your agency have plans to submit to NARA a request for an exception to the M-19-

21 requirements before December 31, 2022?

- Yes
- No
- Do not know

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

- Yes
- No

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

- Yes
- No
- Do not know

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

- Yes
- No
- Do not know

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

- Yes
- No
- Do not know