



INTER-AMERICAN FOUNDATION
EMPOWERED COMMUNITIES, SUSTAINABLE RESULTS

MEMORANDUM

DATE: February 17, 2023

TO: The National Archives and Records Administration

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

SUBJECT: Senior Agency Official for Records Management FY 2022
Annual Report

Attached please find the Inter-American Foundation's 2022 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. In response to the COVID-19 pandemic, have any of the temporary adaptations to agency business processes become permanent improvements to the management and preservation of electronic records?

- Yes
 No
 Not applicable, no adaptations were needed
 Do not know

Since the Agency has increased its telework policy in response to the COVID-19 pandemic, the Agency no longer generates any paper files. All files are now created electronically.

3. Has your agency taken action to 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
 Do not know

4. Has your agency taken action to 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
 Do not know

5. 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 and transfer inactive, temporary records to Federal Records Centers or commercial records storage facilities by June 30, 2024?

- Yes

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- No
 - Not applicable, all records are in electronic format
 - Do not know

6. Does your agency have policies and procedures that incorporate records management into the information governance (IG) framework for information, data, and other agency information management? (This includes a relationship between CIO, CDO, SAORM, DRO/ARO, Records Management (RM) Staff, Security, Privacy Officers, and FOIA)

Note: The incorporation of records management into information governance is part of the framework covered by [OMB Federal Data Strategy - A Framework for Consistency \(M-19-18\)](#) as it provides a vision for managing and using federal data, along with recordkeeping requirements included in [OMB Circular A-130, Managing Information as a Strategic Resource](#).

- Yes
- No
- Do not know

7. Has your agency developed policies and procedures to ensure the capture and preservation of electronic messages, including when hardware or software is upgraded?

Note: Electronic messages means electronic mail and other electronic messaging systems that are used for purposes of communicating between individuals. Electronic messages that satisfy the definition of a federal record under the Federal Records Act are electronic records. This includes email, text messages, chat messages, voicemail, social media posts, and other similar applications. (See: [Email Management](#) and [CFR 1236: Electronic Records Management](#))

- Yes
- No
- Do not know

8. Is your agency using or exploring cognitive technologies to identify records and distinguish between temporary and permanent retention?

Note: Cognitive technologies generally describe automated technologies that can be applied to recordkeeping practices and procedures. These include Artificial Intelligence, Robotic Process Automation, Software Robot or Bot, and other machine learning technologies.

- Yes
- No
- Do not know

9. Do you as SAORM regularly oversee and evaluate the effectiveness of your records management program and its compliance with statutes and regulations?

- Yes
- No
- Do not know

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

- Yes
- No
- Do not know

11. Do you have any suggestions for how NARA can better engage with you and your program in your role as SAORM?

- Yes
- No
- Do not know