

Good afternoon,

On behalf of the Presidio Trust's Senior Agency Official for Records Management, Diana Simmons, please find our annual report below.

- Name of SAORM: Diana Simmons
- Position title: Chief Operating Officer
- Address: 1750 Lincoln Blvd. San Francisco, CA 94129

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

The Presidio Trust.

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

Please explain your response. (If Yes, include details of the changes and why they became permanent. If No, or Do not know, please explain your answer.)

The Trust developed a cloud-based repository for working documents used by the Trust on our SharePoint internal site. In addition, of the records the Trust did digitize, these are housed on our server and backed-up on the cloud as well. Adopting industry best-practices on utilizing IT, the Trust updated our systems to accommodate for an increase in data storage. We are still developing a records management program that accounts for the requirement to digitize records as well as develop agency standard operating procedures, so staff fully understand what is required. Although this is a nascent process, the Trust strives to further codify RM business practices in accordance with the policy and regulations. The following are best practices adopted by the Trust:

- Adoption of DocuSign for e-signatures. Documents are stored in DocuSign's cloud.

- Adoption of Microsoft Teams for online meetings, chat, and in some cases team organization and document storage.
- Increase usage of SharePoint

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

Please explain your response with specific actions taken, challenges and results.

As of this report, the Trust is forecasting the FY24 budget required to digitize hard-copy records to meet the 06/30/2024 suspense.

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

Please explain your response with specific actions taken, challenges and results.

See item 3.

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

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

Please explain your response and provide details about how your agency's policies enhance IG and RM's role or relationship to it.

The Trust does not have an information governance framework. The Trust established an Information Governance Steering Committee to develop such a framework in FY23, and once published, will create and implement subsequent policy that ensures RM is incorporated as part of the framework.

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

Please explain your response and include details of your agency's methods to capture and preserve electronic messaging records or challenges preventing you from doing so.

The Trust is in the beginning stages of developing policies and procedures to ensure the capture of electronic messages. As part of the actions underway reflected in items 2 and 7, the Trust will begin implementing such policies and procedures in FY23.

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

Please explain your response.

The Department of IT is considering automated technologies as part of a multi-year technology roadmap and will update NARA through this reporting mechanism.

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

Please explain your response including what specific measures you have incorporated into the SAORM role.

Assigned the role as the SAORM in 2022. This allowed the Department of Administration at the Trust to begin to hire or assign staff to develop a comprehensive RM program, policies,

and procedures – underway in FY23. Previously RM was done in an adhoc manner.

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

Please explain your response and include any comments on existing, pending, and future topics.

The published guidance available on the NARA website and emails sent by NARA on current, upcoming policy and guidance is the basis for which the Trust staff is developing the RM program.

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

Please explain your response and include any comments on previous NARA SAORM engagements, topics for future engagements, or other suggestions.

The training made available to the Trust staff is more than adequate, the RM requirements, policy and procedures clear.