



# Recommended Reports for Newly Appointed SAORMs

## [Senior Agency Officials for Records Management Annual Reports](#)

SAORMs in Executive Branch departments & agencies are required to submit to NARA their annual SAORM report. These reports ask direct questions related to progress towards the transition to electronic recordkeeping and the targets set out in [OMB and NARA Memorandum M-19-21](#). Agency submissions are posted on NARA's website. If you are an incoming SAORM, it may be helpful to review your agency's prior submissions as background information.

## [Federal Electronic and Email Management Annual Report](#)

This report is derived from Agency responses to a risk-based maturity model survey to measure electronic records & email management. Based on an agency's maturity model scores, NARA assigns a separate high, moderate, or low risk rating of an agency's management of federal electronic records & email. The annual report is a great resource to assess trends and how your agency stacks up relative to comparable organizations.

## [National Records Management Inspections](#)

Under 44 U.S.C. 2904(c)(7) and 2906, NARA has the authority to conduct inspections or surveys of the records & RM practices of Federal agencies for the purpose of providing recommendations for improvements. SAORMs support and engagement are essential to the success of the inspection. An SAORM can take an active and supporting role by becoming familiar with the published results and supporting initiatives developed through resulting plans of corrective action.

## [Records Management Self-Assessment](#)

Federal agencies must conduct a Records Management Self Assessment (RMSA) and submit the findings to NARA yearly. The goal of the RMSA is to determine Federal agency compliance with statutory & regulatory records management requirements. While dependent on self reported data, the RMSA provides NARA and agencies with a consistent evaluation tool. Your agency can locate additional resources for self-evaluations on [Archives.gov](#).