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.

The reporting period begins on March 11, 2019 with reports due back to NARA no later than April 19, 2019.

NARA plans to post your 2018 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 and on the website.

Instructions for Reporting

- This template covers progress through December 31, 2018.
- 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 rmselfassessment@nara.gov. Include the words "SAORM 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.

Provide the following information (required):

- Name of SAORM   Jennifer Li (Effective 2/2019)
- Position title   Chief Information Officer
- Address   2300 Clarendon Blvd, Ste 500, Arlington, VA 22201

1. **What agencies, bureaus, components, or offices are covered by this report and your position as SAORM and which will be reporting separately? Please also indicate any that are new or have been changed due to reorganization or other circumstances.**

   Please provide list: American Battle Monuments Commission

2. **Is your agency and its components making progress towards managing all permanent electronic records in electronic format by December 31, 2019? (M-12-18, Goal 1.1)**

   ☒ Yes
   ☐ No

   Please explain your response: ABMC has placed the Records Management Program under the new CIO in order to holistically manage electronic and paper assets under a unified information asset management vision. ABMC has decided to adopt the Capstone approach for managing email, and has begun research into preparing the existing email system for Capstone. Additionally, the Capstone Email Management policy draft has been submitted for review.

3. **Has your agency implemented a plan that aligns to the criteria and requirements published by NARA in its *Criteria for Successfully Managing Permanent Electronic Records* (March 2018)?**

   ☐ Yes
   ☒

   Please explain your response: ABMC is still crafting its Records Management Program, and as such has submitted a Records Management Policy for review, in addition to a Capstone Email Management Policy. More progress is anticipated in 2019 with the new organizational structure that will facilitate records management.

4. **As included in the Administration's *Delivering Government Solutions in the 21st Century: Reform Plan and Reorganization Recommendations* (June 2018), NARA will no longer accept paper records after December 31, 2022. Is your agency developing strategic plans, goals, objectives, and initiatives that will enable it to comply with this deadline?**

   The Reform Plan states:

Transition to Electronic Environment: Transition Federal agencies' business processes and recordkeeping to a fully electronic environment, and end the National Archives and Records Administration's acceptance of paper records by December 31, 2022. This would improve agencies' efficiency, effectiveness, and responsiveness to citizens by converting paper-based processes to electronic workflows, expanding online services, and enhancing management of Government records, data, and information.

☒ Yes
☐ No

Please explain your response (include specific goals and example metrics): ABMC is still building its initiatives, however, has over the past couple of years transitioned fully to electronic processes in the Personnel and Finance offices. Additionally, ABMC manages its Public Affairs programs in accordance with electronic recordkeeping practices, but due to audience demographics, accepts paper requests from its stakeholders, including members of Congress, and the public.

5. **Is your agency utilizing General Service Administration's Schedule 36 to procure solutions to assist in transitioning to an Electronic Environment?**

☐ Yes
☒ No

Please explain your response: ABMC is aware of Schedule 36, but has not yet used it to acquire any solutions.

6. **Have you, as the SAORM, established or improved your agency procedures that ensure all incoming and outgoing senior officials receive briefings on their records management responsibilities including documenting their public service, use of personal email, and other recordkeeping requirements?**

   *Senior officials are the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.

   ☒ Yes
   ☐ Changes were unnecessary (click here for your agency's 2017 report)
   ☐ No, changes are being considered but have not been made
   ☐ No

Please explain your response: ABMC has made enormous strides in the New Hire and Exit process, establishing an electronic workflow, and incorporating records management new hire training and exit clearance interviews into the official workflow. Prior to the process being established, records management provided New Hire Orientation and Exit Clearance briefings in headquarters, and as available overseas.

7. **Have you, as the SAORM, ensured that your records management program has the support and resources it needs to be successful? (See NARA Bulletin 2017-02: *Guidance on Senior Agency Officials for Records Management*)**

    ☒ Yes
    ☐ N o

    Please explain your response: In 2018, ABMC undertook a study of the entire system to determine the programs, processes, and systems that require support and resources. The study culminated in the decision to hire a Chief Information Officer (who began in February 2019), and the placement of Records Management under the CIO to prioritize the program and its initiatives.

8. **Have you, as the SAORM, implemented an appropriate role-based records management training program that covers recordkeeping responsibilities for all staff including those with dedicated records management roles, Federal employees, contractors, senior executives and appointees? (See NARA Bulletin 2017-01: *Agency Records Management Training Requirements*)**

    ☒ Yes
    ☐ N o

    Please explain your response: ABMC provides hands-on training for different roles in the organization, for example, to staff, contractors, and those designated as senior executives and political appointees.

9. **Have you, as the SAORM, taken steps to direct and support Records Management staff in implementing an evaluation or auditing process to ensure records management directives, policies, procedures, and retention schedules are being properly implemented?**

    ☐ Y es
    ☒ No

    Please explain your response: The program is still being constructed, but the draft records management policy outlines the responsibilities of staff, in their various roles. Additionally, ABMC is actively working helping the agency become compliant in the electronic sphere, as well as analog compliance.

10. **Do you need support from NARA to ensure a successful transition to fully electronic recordkeeping?**

☐ Y es
☒ No

Please explain your response: Not at present.