

Recommended Meetings for Newly Appointed SAORMs



Information to Acquire

NARA recommends within 60 days of your designation as your Agency's Senior Agency Official for Records Management (SAORM), meet with relevant stakeholders to assess the status of your agency's:

- Progress towards meeting M-19-21 goals
- Electronic Records Management policies, including status of Email Management policy
- Approach to Data Management
- Pending RM Litigation affecting Records Management procedures
- Management and transfer of permanent records to NARA

Taking steps to acquire this information upfront will help you to: 1) identify how robust and integrated Records Management practices are within your agency, 2) anticipate issues and challenges that may potentially occur downstream, and 3) plan for the appropriate allocation of resources to support the RM program goals.

Guidance to Follow

Below are resources informing how records management impacts your Federal service:

[NARA Bulletin 2017-02](#)

This Bulletin clarifies the roles and responsibilities of the Senior Agency Official for Records Management (SAORM). This Bulletin also outlines how Departments and agencies designate their SAORMs and Agency Records Officers.

[Documenting Your Public Service](#)

This video provides all Government employees, including senior agency officials and political appointees, with information regarding their responsibilities for managing Federal records.

[Records Management Guidance for Political Appointees](#)

This one-pager summarizes expectations for the management of your records upon entering service, during your tenure, and upon your departure from service.