

AC 06.2020

December 17, 2019

MEMORANDUM TO FEDERAL AGENCY CONTACTS: 2019 Records Management Self-Assessment and 2019 Federal Electronic Records and Email Management Report Questionnaires

This year's annual reporting period will run from **January 13, 2020, to March 13, 2020**. Agencies will be required to submit both the annual RMSA and the Federal Electronic Records and Email Management Report. The Senior Agency Official for Records Management Report will be submitted separately using a template that will be released on January 13, 2020.

Agency Records Officers of all Federal agencies and those designated to respond to annual reporting will receive on January 13, 2020, two separate links to enter their agency's data. ***These links are specific to the addressee and should not be forwarded to, or used by, another individual so it is imperative that we have the correct point-of-contact information for your agency.*** If you are no longer responsible for completing the reports for your agency, please contact rmsselfassessment@nara.gov by **December 31, 2019**.

For your convenience in gathering the required information, attached are MS Word and fillable PDF versions of the 2019 RMSA and Federal Electronic Records and Email Management Report questionnaires. ***Please do not return any of these forms to us. Your agency's official response must be entered into the survey tool using the links described above.*** Also attached is a tip sheet answering frequently asked questions about the survey tool.

A reminder to watch for the survey tool links and other instructions will be sent on January 13, 2020. If you have any questions regarding the RMSA and/or the Federal Electronic Records and Email Management Report, please contact rmsselfassessment@nara.gov.

Sincerely,

LAURENCE BREWER
Chief Records Officer
for the U.S. Government