



Office of the Chief  
Records Officer for the  
U.S. Government

**AC 20.2021**

Date: March 15, 2021

**MEMORANDUM TO FEDERAL AGENCY CONTACTS:** Annual Federal Agency Records Management Reporting Deadline Reminder

This is a friendly reminder that the 2020 Annual Federal Agency Records Management Reporting period deadline is **March 19, 2021**.

On January 19, 2021, Agency Records Officers and those designated to respond to the 2020 Records Management Self-Assessment (RMSA) should have received two separate links to enter your agency's data. One link is for the 2020 RMSA; the other link is for the Federal Electronic Records and Email Management Maturity Model Report. If your agency did not receive these links, **please contact [rselfassessment@nara.gov](mailto:rselfassessment@nara.gov) immediately.**

You have until 11:59 p.m. ET Friday, March 19, 2021, to complete the RMSA and the Maturity Model Report. We will be unable to accept submissions through the online system after this date.

If you have any questions regarding either report, please contact [rselfassessment@nara.gov](mailto:rselfassessment@nara.gov).

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for the U.S. Government