1. Is there a person in	vour agency	v who is responsible fo	r coordinating a	nd overseeing	the implementation of	of the records manage	gement progra	m? (36 CFR 1220.34(a))

#		Bar	Response	
1	✓ Yes		1	100%
2	× No		0	0%
3	★ Do not know		0	0%
	Total		1	

2. Please provide the person's name, position title, and office.

t Response

(b) (6) , Agency Records Officer, Records Management Staff

3. How long has this person been responsible for coordinating and overseeing the implementation of the records management program?

#	Answer	Bar	Response	
1	★ 5 or more years		0	0%
2	x 3 to 4 years		1	100%
3	X 1 to 2 years X Less than a year X Less than a year		0	0%
4	★ Less than a year		0	0%
	Total		1	

4. Does your agency have a Senior Agency Official for Records Management (SAORM)? (If you are a component of a department, you may answer "Yes," even if this is not being done at the component level.)

#		Bar	Response	
1	X Yes		1	100%
2	× No		0	0%
3	★ Do not know		0	0%
	Total		1	

5. Does your Agency Records Officer meet regularly (four or more times a year) with the SAORM to discuss the agency records management program's goals?

	Answer	Bar	Response	
1	X Yes		1	100%
2	X No		0	0%
3	☆ Do not know		0	0%
	Total		1	

6. Does your agency use the Records and Information Management Series, 0308, job series released by the Office of Personnel Management in 2015?

	Answer	Bar	Response	
1	xYes		1	100%
2	x No		0	0%
3	X Do not know		0	0%
4	X Not applicable, my agency does not use the General Schedule (GS job classification		0	0%
	Total		1	

7. Does your agency have a network of designated employees within each program and administrative area who are assigned records management responsibilities? These individuals are often called Records Liaison Officers (RLOs), though their titles may vary. (36 CFR 1220.34(d))

#	Answer	Bar	Response	%
1	√ Yes		1	100%
2	× No		0	0%
3	x De not know		0	0%
4	√ Not applicable, agency has less than 100 employees		0	0%
5	√ Not applicable, Departmental Records Officer this is done at the component level		0	0%
	Total		1	

8. Of the following, please select the one that best describes your records management staff. This includes only those specifically assigned to the records management
program.

	Answer	Bar	Response	
1	💢 All records management staff are agency personnel		1	100%
2	X All records management staff are contractors		0	0%
3	▼ Records management staff includes both agency personnel and contractors		0	0%
	Total		1	

9. How many FTE agency personnel (non-contractors) are specifically assigned records management responsibilities? (These are individuals directly responsible for records management program implementation, not contacts within mission areas with minimal records management duties.)* *For Department Records Officers, please include only the staff at the Department level, not agency components, as component agency records officers will be answering for their agencies.

	Answer Bar	Response	%
1	X4	0	0%
2	X1	0	0%
3	X2 10	1	100%
4	★ 10 20	0	0%
5	★ More than 20	0	0%
6	X Do not know	0	0%
	× Not available	0	0%
8	X Not applicable, all records management staff are contractors	0	0%
	Total	1	

10. If your agency uses contractors, how many contractor FTE are specifically assigned records management responsibilities? (These are individuals directly responsible for records management program implementation, not general contacts within mission areas with minimal records management duties.)* *For Department Records Officers, please include only the staff at the Department level, not agency components, as component agency records officers will be answering for their agencies.

		Response	
1	×	0	0%
2	X1	0	0%
3	×2 10	0	0%
4	★ 10 20	0	0%
5	x More than 20	0	0%
6	X Do not know	0	0%
	× Not available	0	0%
8	X Not applicable, all records management staff are agency personnel	1	100%
	Total	1	

11. Does your agency have a documented and approved records management directive(s)? (36 CFR 1220.34(c))

	Answer	Bar	Response	%
1	√ Yes		1	100%
2	T		0	0%
3	✓ No, pending final approval ✓ No, under development		0	0%
4	× No		0	0%
5	X Do not know		0	0%
	Total		1	

12. When was your agency's directive(s) last reviewed and/or revised to ensure it includes all new records management policy issuances and guidance?

	Answer B	Bar	Response	
1	√FY201 present		1	100%
2	√ FY 2015 2016		0	0%
	· ·		0	0%
4			0	0%
5	➤ Do not know		0	0%
	X Not applicable, agency does not have a records management directive → Not applicable, agency does not have a records management directive. → Not applicable, agency does not have a records management directive. → Not applicable, agency does not have a records management directive. → Not applicable, agency does not have a records management directive. → Not applicable, agency does not have a records management directive. → Not applicable, agency does not have a records management directive. → Not applicable, agency does not have a record management directive. → Not applicable, agency does not have a record management directive. → Not applicable, agency does not have a record management directive. → Not applicable, agency does not have a record management directive. → Not applicable, agency does not have a record management directive. → Not applicable, agency does not have a record management directive. → Not applicable does not agency does not have a record management directive. → Not applicable does not		0	0%
	Total		1	

	es your agency have internal records management trainin 1220.34(f)) *Includes NARA's records management train the Fede		for your agency or use of an agency-c	
#	Answer	Bar	Response	%
1	√ Yes		1	100%
2	× No		0	0%
3	No, pending final approval		0	0%
4	√ No, under development		0	0%
5	X Do not know		0	0%
6	Not applicable, please explain		0	0%
	Total		1	
14. Ha	, please explain s your agency developed mandatory internal, staff-wide, cations such as email, text messages, chat, or other mes			
and cont	ractors fulfill their recordkeeping responsibilities?** (36 C agency or use of an agency-customized version of the Fe	FR 1220.34(f)) *Includes NARA's records manag	ement training workshops that were curse. **Components of departmental	ustomized specifically agencies may answer
#	Answer	Bar	Response	%
1	√ Yes		1	100%
2	X No		0	0%
3	√ No, pending final approval		0	0%
4	√ No, under development		0	0%
5	X Do not know		0	0%
	Total		1	
#-	Does your agency require that all senior and appointed or managing rec	cords under their immediate control? (36 CFR 122	0.34(f))	«
1 2	✓ Yes × No		Response 1 0	100%
	√ Yes X No X Do not know		0 0	
2 3	✓ Yes X No X Do not know Total accords management training included in the in-processing		1 0 0 0 1	0% 0%
2 3	✓ Yes X No X Do not know Total Coords management training included in the in-processing	g for new employees in your agency?	0 0	0% 0%
2 3	✓ Yes × No × Do not know Total Coords management training included in the in-processing Answer × Yes		1 0 0 0 1 1 Response 1	0% 0%
2 3	✓ Yes × No × Do not know Total cords management training included in the in-processing Answer × Yes × No		1 0 0 0 1 1 Response 1 0 0	0% 0%
2 3	✓ Yes × No × Do not know Total Coords management training included in the in-processing Answer × Yes × No × No, pending final approval		1 0 0 0 1 1 Response 1 0 0 0	0% 0% 0% 100% 0% 0%
16. Is re	✓ Yes × No × Do not know Total Pecords management training included in the in-processing Answer × Yes × No × No, pending final approval × No, under development		1 0 0 0 1 1 Response 1 0 0 0 0 0	0% 0% 100% 0% 0%
2 3	✓ Yes × No × Do not know Total Coords management training included in the in-processing Answer × Yes × No × No, pending final approval × No, under development × Do not know		1 0 0 0 1 1 Response 1 0 0 0 0 0 0 0 0	0% 0% 0% 100% 0% 0%
16. Is re	✓ Yes × No × Do not know Total Pecords management training included in the in-processing Answer × Yes × No × No, pending final approval × No, under development		1 0 0 0 1 1 Response 1 0 0 0 0 0	0% 0% 100% 0% 0%
2 3 16. Is re	✓ Yes × No × Do not know Total Coords management training included in the in-processing Answer × Yes × No × No, pending final approval × No, under development × Do not know	Bar	1 0 0 0 1 1 Response 1 0 0 0 0 0 0 0 0	0% 0% 100% 0% 0%
2 3 16. Is re	✓ Yes X No X Do not know Total Coords management training included in the in-processing answer X Yes X No X No, pending final approval X No, under development X Do not know Total ase add any additional comments about your agency for \$1.000.	Bar	1 0 0 0 1 1 Response 1 0 0 0 0 0 0 0 0	0% 0% 100% 0% 0%
2 3 3 16. Is ref	✓ Yes X No X Do not know Total Coords management training included in the in-processing answer X Yes X No X No, pending final approval X No, under development X Do not know Total ase add any additional comments about your agency for \$1.000.	Section I: Activities. (Optional) gement policies and records schedules, has your agency records in all media are transferred to eliance on information from external agencies (e.g. xamples of records management internal controls	Response 1 0 0 0 1 1 Response 1 0 0 0 1 1 1 Agency's records management progra 1 NARA according to approved records 3, NARA's Federal Records Centers) os include but are not limited to: • F	0% 0% 100% 0% 0% 0% 0% 0% 0% compared and schedules? (36 CFR or other organizations regular briefings and
2 3 3 16. Is ref	✓ Yes × No × Do not know Total Answer × Yes × No × No, pending final approval × No, under development × Do not know Total ase add any additional comments about your agency for Seented internal controls to ensure that all eligible, permane el) * These controls must be internal to your agency. Receivings with records creators • Monitoring and testing	Bar Section I: Activities. (Optional) gement policies and records schedules, has your agency records in all media are transferred to eliance on information from external agencies (e.g. xamples of records management internal controls of file plans • Regular review of records inver	Response 1 0 0 0 1 Response 1 0 0 0 1 1 agency's records management progra 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0% 0% 100% 0% 0% 0% 0% 0% 0% compared and schedules? (36 CFR or other organizations regular briefings and
2 3 3 16. Is ref	✓ Yes × No × Do not know Total Answer × Yes × No × No, pending final approval × No, under development × Do not know Total ase add any additional comments about your agency for Seented internal controls to ensure that all eligible, permane el) * These controls must be internal to your agency. * Electings with records creators • Monitoring and testing	Bar Section I: Activities. (Optional) gement policies and records schedules, has your agency records in all media are transferred to eliance on information from external agencies (e.g. xamples of records management internal controls of file plans • Regular review of records inver	Response 1 0 0 0 1 1 Response 1 0 0 0 1 1 1 Agency's records management progra 1 NARA according to approved records 3, NARA's Federal Records Centers) os include but are not limited to: • F	0% 0% 100% 0% 0% 0% 0% 0% 0% compared and schedules? (36 CFR or other organizations regular briefings and
2 3 3 4 1 5 1 7 Please 18 implem 1222.26(should other m	✓ Yes × No × Do not know Total Answer × Yes × No × No, pending final approval × No, under development × Do not know Total ase add any additional comments about your agency for Seented internal controls to ensure that all eligible, permane el) * These controls must be internal to your agency. Receivings with records creators • Monitoring and testing	Bar Section I: Activities. (Optional) gement policies and records schedules, has your agency records in all media are transferred to eliance on information from external agencies (e.g. xamples of records management internal controls of file plans • Regular review of records inver	Response 1 0 0 0 1 1 Response 1 0 0 0 0 1 1 agency's records management progra NARA according to approved records g., NARA's Federal Records Centers) of sinclude but are not limited to: • Fentories • Internal tracking database	m developed and schedules? (36 CFR rother organizations Regular briefings and of permanent record
16. Is referred to the state of	✓ Yes × No × Do not know Total Answer × Yes × No × No, pending final approval × No, under development × Do not know Total ase add any additional comments about your agency for Seented internal controls to ensure that all eligible, permane el) **These controls must be internal to your agency. Renot be considered when responding to this question. * Electings with records creators • Monitoring and testing Answer ✓ Yes	Bar Section I: Activities. (Optional) gement policies and records schedules, has your agency records in all media are transferred to eliance on information from external agencies (e.g. xamples of records management internal controls of file plans • Regular review of records inver	Response 1 0 0 0 1 Response 1 0 0 0 1 1 Agency's records management progra 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	m developed and schedules? (36 CFR rother organizations Regular briefings and of permanent record
2 3 3 4 1 2 3 4 5 5 Text Response 18 implem 1222.26(should to other m	✓ Yes × No × Do not know Total Answer × Yes × No × No, pending final approval × No, under development × Do not know Total ase add any additional comments about your agency for Seented internal controls to ensure that all eligible, permane el) **These controls must be internal to your agency. Renot be considered when responding to this question. * Electings with records creators • Monitoring and testing Answer ✓ Yes × No	Bar Section I: Activities. (Optional) gement policies and records schedules, has your agency records in all media are transferred to eliance on information from external agencies (e.g. xamples of records management internal controls of file plans • Regular review of records inver	Response 1 0 0 0 1 1 Response 1 0 0 0 1 1 Agency's records management progra 1 1 1 Agency's records management progra NARA's rederal Records Centers) os include but are not limited to: Internal tracking database Response 1 0	m developed and schedules? (36 CFR rother organizations Regular briefings and of permanent record
2 3 3 4 1 2 3 4 5 5 Text Response 18 implem 1222.26(should to other m	✓ Yes × No × Do not know Total Answer × Yes × No × No, pending final approval × No, under development × Do not know Total ase add any additional comments about your agency for sent and internal controls to ensure that all eligible, permane el) **These controls must be internal to your agency. Renot be considered when responding to this question. * E eligible with records creators • Monitoring and testing Answer ✓ Yes × No ✓ No, pending final approval	Bar Section I: Activities. (Optional) gement policies and records schedules, has your agency records in all media are transferred to eliance on information from external agencies (e.g. xamples of records management internal controls of file plans • Regular review of records inver	Response 1 0 0 0 1 1 Response 1 0 0 0 1 1 Response 1 1 0 0 1 1 Response 1 1 0 0 0 1 1 Response 1 1 0 0 0 1 1 Response 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	m developed and schedules? (36 CFR rother organizations Regular briefings and of permanent record
16. Is referenced as a second of the second	✓ Yes × No × Do not know Total Answer × Yes × No × No, pending final approval × No, under development × Do not know Total Asse add any additional comments about your agency for Security and the secu	Bar Section I: Activities. (Optional) gement policies and records schedules, has your agency records in all media are transferred to eliance on information from external agencies (e.g. xamples of records management internal controls of file plans • Regular review of records inver	Response 1 0 0 0 1 1 Response 1 0 0 0 1 1 Response 1 1 0 0 1 1 Response 1 1 0 0 0 0 1 1 Response 1 1 0 0 0 0 1 1 Response 1 1 0 0 0 0 0 0 0 0 0 0	m developed and schedules? (36 CFR rother organizations Regular briefings and of permanent record

19. In addition to your agency's established policies and records schedules, has your agency developed and implemented internal controls to ensure that Federal records are not destroyed before the end of their retention period? (36 CFR 1222.26(e)) ** These controls must be internal to your agency. Reliance on information from external agencies (e.g., NARA's Federal Records Centers) or other organizations should not be considered when responding to this question. * Examples of records management internal controls include but are not limited to: • Regular review of records inventories • Approval process for disposal notices from off-site storage • Require certificates of destruction • Monitoring shredding services • Performance testing for email • Monitoring and testing of file plans • Pre-authorization from records management program before records are destroyed • Ad hoc monitoring of trash and recycle bins • Notification from facilities staff when large trash bins or removal of boxes are requested • Annual records clean-out activities sponsored and monitored by records management staff

Answer	Bar	Response	
√Yes		1	100%
X No		0	0%
√ No, pending final approval		0	0%
√ No, under development		0	0%
X Do not know		0	0%
Total		1	
	√ Yes X No ✓ No, pending final approval ✓ No, under development X Do not know	√Yes X No ✓ No, pending final approval ✓ No, under development X Do not know	✓ Yes 1 X No 0 ✓ No, pending final approval 0 ✓ No, under development 0 X Do not know 0

20. Does your agency evaluate, by conducting inspections/audits/reviews, its records management program to ensure that it is efficient, effective, and compliant with all applicable records management laws and regulations? ** For this question, your agency's records management program, or a major component of the program (e.g., vital records identification and management, the records disposition process, records management training, or the management of your agency's electronic records), must be the primary focus of the inspection/audit/review.

#	Answer		Response	
1	√ Yes, evaluations are conducted by the Records Management Program		1	100%
2	y Yes, evaluations are conducted by the Office of Inspector General		0	0%
3	√ Yes, evaluations are conducted by the Records Management Program AND the Office of Inspector General		0	0%
4	√Yes, evaluations are conducted by		0	0%
5	x No, please explain		0	0%
6	X Do not know		0	0%
	Total		1	
Yes,	evaluations are conducted by:	lo, please explain		

21. How often is your records management program, or a major component of your program, evaluated for compliance with agency records management policies and procedures?

#	Answer Bar	Respons	е	
1	√ Annually	1		100%
2	√ Bi annually	0		0%
3	√ Once every 3 years	0		0%
4	√ Ad hoc	0		0%
5	★ Do not know	0		0%
	X Not applicable, agency does not evaluate its records management program	0		0%
	Total	1		

22. Was a formal written report prepared as part of the most recent inspection/audit/review?

	Answer B.	Response	
1	¥ Yes ■	1	100%
2	X No	0	0%
3	★ Do not know	0	0%
5	X Not applicable, agency does not evaluate its records management program	0	0%
	Total	1	

23. Do your agency's evaluation procedures include creating plans of corrective action that are monitored for implementation?

		Response	
1	¥Yes	1	100%
2	X No	0	0%
3	★ Do not know	0	0%
4	💢 Not applicable, agency does not evaluate its records management program	0	0%
	Total	1	

and sche	s your agency established performance goals for its records manded and its records manded and its records by the end of FY 20 and piloting an electronic records management solution for er	017 • Developing computer-l	based records mana 2018 • Updating	agement training modules b records management polic	y the end of	
	-					
#	Answer	Bar		Response		%
1	√ Yes W No.			1 0		100%
3	No √Currently under development			0		0%
4	X Do not know			0		0%
5	√ Pending final approval			0		0%
	Total			1		
records to a year • record	as your agency's records management program identified perforansfers, etc.? *Examples of performance measures include by A reduction in the volume of inactive records stored in office scheduled • Percentage of offices evaluated/inspected for ment of new records management training modules • Audits ensure records are captured • Percentage of records s	ut are not limited to: • Perce e space • Percentage of eligi records management compliar s of internal systems • Annua	entage of agency en ble permanent reco ace • Percentage al updates of file pla	nployees that receive record ords transferred to NARA in a of email management auto- ans • Performance testing	ds managem a year ● P classificatio	nent training in Percentage of on rates •
#	Answer	Bar		Response		%
1	√/ Yes			1		100%
2	X No			0		0%
3	✓ Currently under development ➤ Do not know			0		0%
5	Do not know Pending final approval			0		0%
	Total			1		
26. Do	es your agency's records management program have documen in all formats mu	nted and approved policies and ust be managed and stored? (36		struct staff on how your age	ncy's perma	anent records
#	Answer	Bar		Response		%
1	✓Yes	Dai		1		100%
2	× No			0		0%
3	√ No, pending final approval			0		0%
4	√ No, under development			0		0%
5	X Do not know			0		0%
l	Total			1		
27. Is y	our agency subject to laws or regulations that require you to co "Yes" if this is handled by the department. Departn					es may answer
				•		
#	Answer	Bar		Response		%
1	X Yes			1		100%
2	× No			0		0%
3	★ Do not know Total			1		0%
	Total			'		
28. Whi	ch of the following possible examples of requirements for pape	er or analog records apply to yo	our agency's needs	? (Choose all that apply)		
# Answ	er			Bar	Response	%
	et signatures are required for transactions with non Federal entities (including the public				1	100%
3 🗶 Tra	insactions are required to be conducted using paper / hard copy				1	100%
4 × Age	ency is required to offer paper / hard copy as an available option for transactions		_		1	100%
	ner, please be specific		-		1	100%
	not know mments (Optional				0	0%
	et signatures are required for transactions between Federal agencies				1	100%
	•					1007
Other, please				Со	mments: (Optiona	1)
Wet signature,	internal use only for PACS paper documents until they age out and/or the new electronic system is fu	ully functional				
29. Ha	as your agency identified the vital records of all its program and th	l administrative areas? (36 CFR nis is handled by the departmen		nents of departmental agend	cies may an	swer "Yes" if
#	Answer	Bar		Response		%
1	✓ Yes			1		100%
2	X No			0		0%
3	➤ Do not know			0		0%
	Total			1		

ŧ	Answer	Bar	Response	%
	✓ Annually		0	0%
2	✓ Bi annually		1	100%
3	✓ Once every 3 years		0	0%
4	× Never		0	0%
5	➤ Do not know		0	0%
6	✓ Ad hoc		0	0%

31. Is your vital records plan part of the Continuity of Operations (COOP) plan?				
#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	× No		0	0%
3	➤ Do not know		0	0%
	Total		1	

32. Does your agency have policies in place to protect records and information from internal and external risks?				
#	Answer	Bar	Response	%
1	× Yes		1	100%
2	× No		0	0%
3	X No pending final approval		0	0%
4	× No under development		0	0%
5	→ Do not know		0	0%
	Total		1	

33. The Agency Records Officer and the FOIA Officer:				
#	Answer	Bar	Response	%
1	X Are the same person		0	0%
2	★ Coordinate closely together		0	0%
3	★ Work together sometimes		1	100%
4	× Never work together		0	0%
	Total		1	

34.	Are th	e Agency Records Officer and the FOIA Officer in the same office/div	ision within your agency?				
#	Answer			Bar	Response		%
1	× Yes			Dar	0		0%
2	× No				1		100%
3	X Do n	not know			0		0%
4	X Ager	ncy Records Officer and the FOIA Officer are the same person			0		0%
	Total				1		
35.	Recor	ds needed to respond to a FOIA request are readily accessible and lo	cated by staff responsible for F	DIA:			
		Answer	Bar	Response		%	
1		★ Always ★ Most of the time		0		0% 100%	
3		Some of the time		0		0%	
4		× Never		0		0%	
5	i	X Do not know		0		0%	
		Total		1			
36.	Staff r	esponsible for FOIA can search for records without contacting others	s (i.e. program offices):				
#		Answer	Bar	Response		%	
1		X Always		0		0%	
3		★ Most of the time ★ Some of the time		0		0% 100%	
4		× Never		0		0%	
5	i	★ Do not know		0		0%	
		Total		1			
37.	At wh	at point in the FOIA process does your agency inform requesters of	the Office of Government Inform	ation Services' (OGIS) dispute r	esolution servi	ces? (Ch	oose all
			that apply)				
	inswer ∕ When th	here is an adverse determination		Bar	Re	sponse 1	100%
		notifying the requester that the agency needs more than 10 additional days to process a request				0	0%
		esponding to the requester's appeal				1	100%
4 >	Never					0	0%
	C Do not					0	0%
6 >	Cother, p	olease explain				1	100%
Other, pl	ease exp	olain					
We notify	the reque	estor of the availability of Government Information Services (OGIS) when sending a response letter to the requ	uester				
38. 1	What r	mode does your agency most often use to release records under FOI.	A?				
#		Answer	Bar	Response		%	
1		★ Email ★ Online portal		0		0% 100%	
3		★ U S mail		0		0%	
4		X Other, please explain		0		0%	
		Total		1			
Other, pl	ease exp	olain					
20	In 204	5 NADA and the Federal Personal Management Council introduced th	se Federal BIM Brewen Metroite	Madel Are you formilier with th	ia an athan mate		-l-2
39.	IN ZUT	5, NARA and the Federal Records Management Council introduced th	ie Federai Rim Program Maturity	model. Are you familiar with th	is or other matt	irity mod	eisr
#		Answer	Bar	Response		%	
1		X Yes		1		100%	
2		X No		0		0%	
3		Comments (Optional		0		0%	
Commer	nts: (Optic	onal)					
40	Are we	Nu using the Federal DIM Drogram Maturity Madel or other maturity	adals to massure the meturity of	f the records management are	ram?		
40.	Are yo	ou using the Federal RIM Program Maturity Model or other maturity m	oders to measure the maturity of	r the records management prog	rdIII f		
#		Answer	Bar	Response		%	
1		★ Yes		1		100%	
2		X No		0		0%	
3		Comments (Optional		0		0%	
Commer	nts: (Opti	onal)					
- John Hill	- Topic						

41.	Does yo	our agency use your Records Management Self-Assessment	scores to measure the effectivene	ss of the records management program	?	
	Answer			Bar	Response	%
	Yes				1	100%
2 >					0	0%
	C Do not kno				0	0%
4 >	Comment	is (Optional Please include in your comments how you use the Records Management Self Ass	essment		0	0%
Comme	ents (Options	al): Please Include in your comments how you use the Records Management Self-Assessn	nent.			
42.	Please	add any additional comments about your agency for Sectior	ı II: Oversight and Compliance. (Op	tional)		
Text Re	sponse					
						J
42		4 116 0 1		18		
43.	Are rec	ords and information in your agency managed throughout to identified, classified using a taxonomy, invento				properly
		identified, classified daing a taxofformy, invent	oried, and scheduled: (50 or R 1222	2.54, 50 Of R 1224.10 and 50 Of R 1225.12	-1	
	#	Answer	Bar	Response	%	
	1	√Yes		1	100%	
		X No		0	0%	
	3	✓ To some extent		0	0%	
		X Do not know		0	0%	
	_	Total		1		
44.	Are rec	ords and information in your agency easily retrievable and a	ccessible when needed for agency	business? (36 CFR 1220.32(c))		
#	Answer			Bar	Response	%
1	√ Yes, al	Il records are easily retrievable and accessible when needed			1	100%
2	-	ecords can be retrieved and accessed in a timely manner			0	0%
3		records can be retrieved and accessed in a timely manner			0	0%
4	X No				0	0%
5	☆ Do not	know			0	0%
	➤ Do not	know			0	0%
		know				0%
5	Total		ity (including newly approved recor	ds schedules and General Records Sch	1	
5	Total	your agency disseminate every approved disposition author	ity (including newly approved recor nonths of approval? (36 CFR 1226.		1	
5	Total	your agency disseminate every approved disposition author			1	
45.	Total	your agency disseminate every approved disposition author			1	
45.	Total Does y	your agency disseminate every approved disposition author within six (months of approval? (36 CFR 1226.	12(a))	1 edule items) to age	
45.	Total Does y	your agency disseminate every approved disposition author within six (months of approval? (36 CFR 1226.	12(a)) Response	edule items) to age	
45.	Total Does y	your agency disseminate every approved disposition author within six t Answer	months of approval? (36 CFR 1226.	Response	edule items) to age	
45.	Total Does y	your agency disseminate every approved disposition authori within six (Answer	months of approval? (36 CFR 1226.	Response 1 0	edule items) to age	
45.	Total Does y	vour agency disseminate every approved disposition author within six I Answer ✓ Yes X No X Do not know	months of approval? (36 CFR 1226.	Response 1 0 0	edule items) to age	
45.	Total Does y	your agency disseminate every approved disposition author within six of the state	months of approval? (36 CFR 1226.	Response 1 0 0	edule items) to age	
45.	Total Does y	vour agency disseminate every approved disposition author within six I Answer ✓ Yes X No X Do not know	months of approval? (36 CFR 1226.	Response 1 0 0	edule items) to age	
45.	Total Does y 1 2 3	your agency disseminate every approved disposition author within six of the state	months of approval? (36 CFR 1226.	Response 1 0 0 1	1 edule items) to age % 100% 0%	
45.	Total Does y # 1 2 3 What m	Answer ✓ Yes ➤ No ➤ Do not know Total method(s) does your agency use? (Choose all that apply)	months of approval? (36 CFR 1226.	Response 1 0 0	edule items) to age % 100% 0% 0%	ncy staff
45.	Does y # 1 2 3 What m	Answer ✓ Yes × No × Do not know Total method(s) does your agency use? (Choose all that apply)	months of approval? (36 CFR 1226.	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response	ncy staff % 100%
45. 46.	# 1 2 3 What m	Answer ✓ Yes × No × Do not know Total method(s) does your agency use? (Choose all that apply) o internal website or other shared information location random or email notification	months of approval? (36 CFR 1226.	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response 1	% 100% 100%
45. 46.	# 1 2 3 What m Answer Yeat to Year Memo Year Update	Answer ✓ Yes × No × Do not know Total Dethod(s) does your agency use? (Choose all that apply) o internal website or other shared information location by the training materials	months of approval? (36 CFR 1226.	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response 1 1	% 100% 100%
46.	# 1 2 3 What m Answer Yest to Memo Yupdat Y	Answer ✓ Yes X No X Do not know Total	months of approval? (36 CFR 1226.	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response 1 1 1	% 100% 100% 100%
46.	# 1 2 3 What m Answer Yest to Memo Yupdat Y	Answer ✓ Yes × No × Do not know Total Dethod(s) does your agency use? (Choose all that apply) o internal website or other shared information location by the training materials	months of approval? (36 CFR 1226.	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response 1 1	% 100% 100%
46. # 1 2 3 4 5	# 1 2 3 What m Answer Yest to Memo Yupdat Y	Answer ✓ Yes × No × Do not know Total	months of approval? (36 CFR 1226.	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response 1 1 1	% 100% 100% 100%
46. # 1 2 3 4 5	# 1 2 3 3 What m X Post to X Memo X Updat X Updat X Other,	Answer ✓ Yes × No × Do not know Total	months of approval? (36 CFR 1226.	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response 1 1 1	% 100% 100% 100%
45. 46. # 1 2 3 4 5 5 Other, p.	Does y # 1 2 3 What m Answer Yeast to Memo Updat Updat Updat Updat Other, Other,	Answer Yes No Do not know Total	Bar	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response 1 1 1	% 100% 100% 100%
45. 46. # 1 2 3 4 5 5 Other, p.	Does y # 1 2 3 What m Answer Yeast to Memo Updat Updat Updat Updat Other, Other,	Answer ✓ Yes × No × Do not know Total	Bar	Response 1 0 0 1	edule items) to age % 100% 0% 0% Response 1 1 1	% 100% 100% 100%
46. # 1 2 3 4 5 Other, p	# 1 1 2 3 3 What m Answer X Post to X Updat X Updat X Updat X Other,	Answer Yes No Do not know Total	Bar Bar d unscheduled records?	Response 1 0 0 1 Bar	edule items) to age % 100% 0% 0% Response 1 1 1	% 100% 100% 100%
45. 46. # 1 2 3 4 5 5 Other, p. 47.	Total Does y Answer Post to Memo Updat Updat Updat Updat Other, Olease expla	Answer Answer Yes No Do not know Total Answer (Choose all that apply) ointernal website or other shared information location or and un or email notification the training materials the records management policies and/or handbooks please explain our agency have a method of continually identifying new and Answer	Bar	Response 1 0 0 1 Bar Response	1 edule items) to age % 100% 0% 0% Response 1 1 1 0	% 100% 100% 100%
45. 46. # 1 2 3 4 5 5 Other, p. 47.	# 1 2 3 What m Answer X Post to X Memo X Updat X Updat X Other, Delease expla	Answer Answer Yes No Do not know Total Answer and the state of t	Bar Bar d unscheduled records?	Response 1 0 0 1 Bar Response 1	1 edule items) to age % 100% 0% 0% Response 1 1 1 0 % 100%	% 100% 100% 100%
45. 46. # 1 2 3 4 5 5 Other, p. 47.	# 1 2 3 What m Answer Yeast to Year Year Year Year Year Year Year Year	Answer Answer Yes No Do not know Total Answer Internal website or other shared information location or email notification the training materials the records management policies and/or handbooks please explain Answer Yes No	Bar Bar d unscheduled records?	Response 1 0 0 1 Bar Response 1 0 0 0 1	1 edule items) to age % 100% 0% 0% Response 1 1 1 0 % 100% 0%	% 100% 100% 100%
45. 46. # 1 2 3 4 5 5 Other, p. 47.	# 1 2 3 What m Answer X Post to X Memo X Updat X Updat X Other, Delease expla	Answer Yes No Do not know Total Answer and the start of the start	Bar Bar d unscheduled records?	Response 1 0 0 1 Bar Response 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 edule items) to age % 100% 0% 0% Response 1 1 1 0 % 100%	% 100% 100% 100%
45. 46. # 1 2 3 4 5 5 Other, p. 47.	# 1 2 3 What m Answer Yeast to Year Year Year Year Year Year Year Year	Answer Answer Yes No Do not know Total Answer Internal website or other shared information location or email notification the training materials the records management policies and/or handbooks please explain Answer Yes No	Bar Bar d unscheduled records?	Response 1 0 0 1 Bar Response 1 0 0 0 1	1 edule items) to age % 100% 0% 0% Response 1 1 1 0 % 100% 0%	% 100% 100% 100%
45. 46. # 1 2 3 4 5 5 Other, p. 47.	# 1 2 3 What m Answer Yeast to Year Year Year Year Year Year Year Year	Answer Yes No Do not know Total Answer and the start of the start	Bar Bar d unscheduled records?	Response 1 0 0 1 Bar Response 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 edule items) to age % 100% 0% 0% Response 1 1 1 0 % 100% 0%	% 100% 100% 100%

48.	Which me	thod(s) does your agency use? (Choose all th	at apply)						
#	Answer					Bar		Response	%
2								1	100%
3		nagement evaluations, site assessments, or audits of program offices						1	100%
4	* *	rogram managers to identify new programs and related records						1	100%
5		rivacy Officer and review SORNs (Systems of Records Notices						0	0%
6	Work with F	OIA Officer						0	0%
		ison Officers notify Agency Records Officer of new record series						1	100%
8	X Require use	and annual update of file plans						1	100%
9	X Participate i	n design and retirement of information systems and note changes in reco	ords					1	100%
10	X Outreach ar							0	0%
11	Cther, pleas	e explain						0	0%
Other,	please explain								
4	9. Does y	our agency have permanent records that are 3	0 years old o	or older that are locate	d in agen	ıcy office space, age	ncy-operated records c	enters, and/or co	mmercial
				nters? (36 CFR 1235.1					
		nswer		Bar		R	esponse	%	
		₹ Yes					1	1009	6
		(No					0	0%	
	•	C Do not know					1	0%	
		1021					1		
_									
50	ີ່). Are yoເ	aware of the requirement to formally request					t time specified in your	agency's NARA-	approved
		reco	ras scneaule	es as outlined in 36 CF	-R 1235.1	4 and 1235.16?			
	#	Answer	Bar			Response		%	
	1	× Yes	ou.			1		100%	
	2	× No				0		0%	
		Total				1			
E4	D1.1		oudo do NADA		OED 400	5.40\			
51.	Did your	agency transfer permanent non-electronic reco	ords to NARA	A during FY 2017? (36	CFR 123	5.12)			
#	Answer					Bar		Response	%
1	✓ Yes					Dar		1	100%
2	× No							0	0%
3		cords were eligible for transfer during FY 201						0	0%
4	✓ No New a	gency, records are not yet old enough to transfer						0	0%
5	√ No Myag	ency does not have any permanent non electronic records						0	0%
6	X Do not kno	w						0	0%
	X Other, plea	se explain						0	0%
	Total							1	
Other,	please explain								
F0.									
52.	Did your	agency transfer permanent electronic records	to NARA dur	ing FY 2017? (36 CFR	1235.12)				
#	Answer					Bar		Response	%
1	√ Yes					Dai		0	0%
2	X No							0	0%
4		ctronic records/systems were eligible for transfer during FY 201						1	100%
5	•	gency, electronic records/systems are not old enough to transfer						0	0%
	> Do not kno	w						0	0%
8	X Other, plea	se explain						0	0%
9	√ No Myag	ency does not have any permanent electronic records						0	0%
	Total							1	
Other.	please explain								
53.	Does you	r agency track when its permanent records (re	gardless of f	ormat) are due to be t	ransferre	ed to NARA?			
#					Bar		Response		% 4000'
1							1 0		100%
3	• • •	ot know					0		0%
4	**	applicable, please explain					0		0%
•	Total	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					1		V.V
Nata	olicable, please								

54. W	nat method(s) does your agency use to track its permanent re	ecords? (Choose all that apply)			
$\overline{}$	Answer		Bar	Response	%
	Rely on Federal Records Center notifications			1	100%
	Maintain an inventory			1	100%
	Database or other automated tracking Manual tracking			1 0	100%
	★ Maridal Backing ★ Other, please explain			0	0%
	×,		I		
Other, pleas	e explain				
55.	Does your agency conduct, and document for accountability	purposes, training and/or other b	riefings as part of the on-bo	arding process for senior	officials on their
records	management roles and responsibilities, including the appro		he use of personal and uno	ficial email accounts? (36	CFR 1222.24(a)(6)
		and 36 CFR 1230.10(a & b))			
#	Answer	Bar		Response	%
8	√Yes	Dai		1	100%
9	✓ Yes, but not documented			0	0%
10	× No			0	0%
11	X Do not know			0	0%
12	√ Not applicable, please explain			0	0%
	Total			1	
Not applicat	rle, please explain				
тос аррисан	ne, preuse explain				
56. I	s the Agency Records Officer and/or Senior Agency Official fo		in on-boarding briefings or	other processes for newly	appointed senior
		officials? (Not scored)			
#	Answer	Bar	Response		%
1	× Yes	Dar	nesponse 0		0%
2	× No		1		100%
3	★ Do not know		0		0%
	Total		1		
. 57					a a unda a da a da adda a
57. 1	Does your agency conduct, and document for accountability email. under their immed	purposes, exit briefings for depart liate control? (36 CFR 1222.24(a)(6			ecoras, including
	,		,	·	
#	Answer	Bar		Response	%
1	√ Yes			1	100%
2	√ Yes, but not documented			0	0%
3	X No			0	0%
4	X Do notknow			0	0%
5	✓ Not applicable, please explain			0	0%
	Total			ı	
Not applicab	ole, please explain				
58	Is the Agency Records Officer and/or Senior Agency Official I	for Pacarde Management involved	in exit briefings or other ex	it clearance processes for	departing senior
30.	o the Agency Records Officer andror Semor Agency Official I	officials?	m exit briefings of other ex	it olearance processes for	aoparting selliol
#	Answer	Bar	Response		%
1	★ Yes		1		100%
2	× No		0		0%
3	X Do not know		0		0%
	Total		1		
<u> </u>					
59. D	oes the exit or separation process for departing senior officia	als include records management p	rogram staff or other design	nated official(s) reviewing a	and app <u>roving the</u>
		d copies of records by those senic			
#	Answer	Bar	F	esponse	%
1	¥ Yes			1	100%
2	X No, please explain			0	0%
3	X Do not know			0	0%
	Total			1	
No, please e	xplain				

	Answer	Bar	Response	%
1	Answer ★ Yes	Dar	Response	100%
2	× No		0	0%
3	X Do not know		0	0%
	Total		1	
Doe	s the facility comply with the standards prescribe	ed by 36 CFR 1234?		
#	Answer	Bar	Response	%
1	× Yes		1	100%
2	× No		0	0%
3	➤ Do not know Total		1	0%
. Do	pes your agency store inactive temporary and/or	permanent records in an agency records cer holding areas.)	nter? (Note: This does NOT include agency sta	ging areas and temp
# 1	Answer X Yes	Bar	Response	100%
1	× Yes		1 0	100%
3	➤ Do not know		0	0%
_	Total		1	U76
Doe	s the records center comply with the standards p	rescribed by 36 CFR 1234?		
#	Answer	Bar	Response	%
				100%
1	★ Yes		1	
	X Yes X No		0	0%
1 2 3	X Yes X No X Do not know			
3	×No	ermanent records in an agency records stagi	0 0 1	0%
2 3 Doe:	X No X Do not know Total s your agency store inactive temporary and/or pe		0 0 1 ng or holding area?	0%
2 3 Doe:	X No X Do not know Total	ermanent records in an agency records stagi	0 0 1	0%
2 3 Doe:	X No X Do not know Total s your agency store inactive temporary and/or pe		0 0 1 1 ng or holding area?	0% 0%
3	X No X Do not know Total s your agency store inactive temporary and/or pe		0 0 1 ng or holding area? Response	0% 0%
2 3 Doe: # 1 2	X No X Do not know Total s your agency store inactive temporary and/or pe Answer X Yes X No		ng or holding area? Response 1	0% 0% 0%
2 3 Doe: # 1 1 2 3	X No X Do not know Total S your agency store inactive temporary and/or pe Answer X Yes X No Do not know Total	Bar	0 0 1 1 ng or holding area? Response 1 0 0 1	0% 0%
2 3 Doe: # 1 1 2 3	X No X Do not know Total s your agency store inactive temporary and/or pe Answer X Yes X No X Do not know	Bar	0 0 1 1 ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no	0% 0%
2 3 3 Doe: # 1 1 2 2 3	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Dees the staging or holding area(s) comply with the	Bar e standards prescribed by 36 CFR 1234.10, 3	0 0 1 1 ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234.	0% 0% % 100% 0% 0% t required but encour
2 3 3 Doe: # 1 1 2 2 3	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Answer Answer X Yes	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with	0 0 1 1 ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234.	0% 0% 100% 0% 0% t required but encour
2 2 3 3 Doe: # 1 1 2 2 3 3 # 1 1 2 2	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No Do not know Total Answer Answer Yes No	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with	0 0 1 1 ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234.	0% 0% 0% 100% 0% 0% t required but encour
2 3 Doe: # 1 1 2 3	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Answer Answer X Yes	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with	0 0 1 1 ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234.	0% 0% 100% 0% 0% t required but encour
2 3 3 Do	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No Do not know Total Answer Yes Answer Yes No Do not know Answer Yes No Do not know Do not know	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st	0 0 1 1 ng or holding area? Response 1 0 0 1 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 1 0 1	0% 0% 0% 100% 0% 0% t required but encoul
2 3 3 Do	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No Do not know Total Answer X Yes X No Do not know Total Answer X Yes X No X Do not know Total Please estimate the volume of inactive temporary	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st records storage box.)	ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 0 1 0 1 0 1 0 1	% 100% 0% t required but encour
Dooes	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Answer X Yes X No Do not know Total Answer X Yes X No X Do not know Total Please estimate the volume of inactive temporary Answer	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st	ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 0 1 0 Response 0 1 0 Response	% 100% 0% 100% 0% t required but encoul % 0% 100% 0%
22 33 70 8 11 12 22 33 70 70 70 70 70 70 70 70 70 70 70 70 70	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Answer X Yes X No Do not know Total Answer X Yes X No X Do not know Total Answer X 1000 Answer X 1000 Answer X 1000	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st records storage box.)	ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 0 1 0 1 0 1 0 1	0% 0% 0% 100% 0% 0% t required but encoul % 0% 100% 0%
22 33 Doe: #1 12 33 Do. F	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Des the staging or holding area(s) comply with the staging or holding area (s) comply with the stage (s) comply with the staging or holding area (s) comply with the stage (s) comply with the sta	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st records storage box.)	Response 1 0 0 1 1 0 1 0 1 0 0 1 0 0 1 0 0 1 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 0 1 0 1 Response 0 0 1 0 1 0 1 0 0 0 0 0	% 100% 0% 100% 0% t required but encoul % 100% 0% 100% 0%
22 33 Doe: #1 12 23 33	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Answer X Yes X No X Do not know Total Please estimate the volume of inactive temporary Answer X 0 1,000 X 1,000 5,000 X 5,000 15,000	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st records storage box.)	ng or holding area? Response 1 0 0 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 1 0 1 0 Response 0 1 0 1 0 1	0% 0% 100% 0% 100% 0% t required but encoul % 0% 100% 0% foot is equivalent to % 0% 0%
2 3 3 Doe: # 11 22 3 3	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Des the staging or holding area(s) comply with the staging or holding area (s) comply with the stage (s) comply with the staging or holding area (s) comply with the stage (s) comply with the sta	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st records storage box.)	Response 1 0 0 1 1 0 1 0 1 0 0 1 0 0 1 0 0 1 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 0 1 0 1 Response 0 0 0 0 0 0 0 0	% 100% 0% 100% 0% t required but encoul % 100% 0% 100% 0%
2 3 3 Doe: # 11 22 3 3	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Answer X Yes X No X Do not know Total Answer X Yes X No X Do not know Total Please estimate the volume of inactive temporary Answer X 0 1,000 X 1,000 5,000 X 15,000 25,000 X 15,000 25,000	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st records storage box.)	0 0 1 1 ng or holding area? Response 1 0 0 1 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 1 0 1 0 1 0 1 0 0 0 0 0 0 0 0 0 0	0% 0% 100% 0% 0% 100% 0% 100% 0% 100% 0% 0% 0% 0%
2 3 3 Doe:	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Answer X Yes X No X Do not know Total Answer X Yes X No X Do not know Total Please estimate the volume of inactive temporary Answer X 1,000 X 1,000 X 1,000 X 1,000 X 15,000 X 15,000 X 25,000	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st records storage box.)	Response 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 0 1 Response 0 1 0 1 0 1	0% 0% 100% 0% 0% 100% 0% 100% 0% 100% 0% 0% 0% 0% 0%
2 2 3 3 Doe: # 1 1 2 2 3 3 5 6 . F	X No X Do not know Total S your agency store inactive temporary and/or per Answer X Yes X No X Do not know Total Answer X Yes X No X Do not know Total Please estimate the volume of inactive temporary Answer X 1,000 5,000 X 1,000 5,000 X 15,000 25,000 X 25,000 10,000 X 5,000 100,000	e standards prescribed by 36 CFR 1234.10, 3 that staging or holding areas comply with Bar records, in cubic feet, that your agency is st records storage box.)	0 0 1 1 ng or holding area? Response 1 0 0 1 1 6 CFR 1234.12, and 36 CFR 1234.14?* *It is no 36 CFR 1234. Response 0 1 1 0 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0	0% 0% 100% 0% 0% 100% 0% 100% 0% 100% 0% 0% 0% 0% 0% 0% 0%

		records storage box.)			
#	Answer	Bar	Response		%
1	⋉ 0 1,000		1		100%
2	★ 1,000 5,000		0		0%
3	★ 5,000 15,000		0		0%
4	★ 15,000 25,000		0		0%
5	× 25,000 50,000		0		0%
6	★ 50,000 100,000		0		0%
	x 100,000 250,000 x 100,000 x 100,0		0		0%
8	× 250,000 or greater Total		0		0%
Did	your agency receive a list of permanent records e	eligible for transfer in FY 2017?			
Answ			0		_
			Bar	Response	
X Ye				1 0	1
	o not know			0	
	to not know lot applicable, my agency does not store records in the Federal Records Center	75		0	
Total		-		1	
Did	your agency submit transfer requests in FY 2017	based on the Annual Move list of eligible perma	nent records to be accessione	d by the National Archive	s?
#	Answer	Bar	Response		%
1	× Yes		1		100%
2	X No, please explain		0		0%
3	X No, please explain X Do not know		0		0%
J			1		U 76
_	Total Applain ase add any additional comments about your ager	ncy for Section III: Records Disposition. (Optiona			
Plea	ase add any additional comments about your ager	ncy for Section III: Records Disposition. (Optiona			
Plea	ase add any additional comments about your ager		ul) ty, integrity, and usability of ag	gency electronic records r	naintaine
Pleasspons	ase add any additional comments about your ager	rnal controls to ensure the reliability, authenticit	ul) ty, integrity, and usability of ag	gency electronic records r	naintaine %
Pleasspons	ase add any additional comments about your agense se as your agency incorporated and/or integrated inte	ernal controls to ensure the reliability, authenticit electronic information systems? (36 CFR 12	ul) ty, integrity, and usability of ag		naintaine % 100%
Plea espons	ase add any additional comments about your agence as your agency incorporated and/or integrated inte	ernal controls to ensure the reliability, authenticit electronic information systems? (36 CFR 12	ul) ty, integrity, and usability of ag	Response	%
Pleasespons	ase add any additional comments about your agerses as your agency incorporated and/or integrated inte	ernal controls to ensure the reliability, authenticit electronic information systems? (36 CFR 12	ul) ty, integrity, and usability of ag	Response	% 100%
Pleasespons	ase add any additional comments about your agers se as your agency incorporated and/or integrated inte	ernal controls to ensure the reliability, authenticit electronic information systems? (36 CFR 12	ul) ty, integrity, and usability of ag	Response 1 0	% 100% 0%
Pleasespons	ase add any additional comments about your agers se as your agency incorporated and/or integrated inte Answer Yes No Do notknow	ernal controls to ensure the reliability, authenticit electronic information systems? (36 CFR 12	ul) ty, integrity, and usability of ag	Response 1 0	100% 0% 0%
Pleasespons	ase add any additional comments about your agers se as your agency incorporated and/or integrated inte Answer Yes No Do notknow Not applicable, please explain	ernal controls to ensure the reliability, authenticit electronic information systems? (36 CFR 12	ul) ty, integrity, and usability of ag	Response 1 0 0 0	% 100% 0% 0%
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Pleasspons	ase add any additional comments about your agers se as your agency incorporated and/or integrated inte Answer Yes No Do not know Not applicable, please explain To some extent	ernal controls to ensure the reliability, authenticit electronic information systems? (36 CFR 12	ul) ty, integrity, and usability of ag	Response	% 100% 0% 0%
Pleaspons . Ha	ase add any additional comments about your ager se as your agency incorporated and/or integrated inte Answer Yes No Do not know Not applicable, please explain Total Does your agency have documented and approverecords are retrievable and usable as long as	ernal controls to ensure the reliability, authenticity electronic information systems? (36 CFR 12) Bar d procedures to enable the migration of records a needed to conduct agency business and to meet	and associated metadata to net NARA-approved disposition	Response 1 0 0 0 1 1 ew storage media or forms? (36 CFR 1236.20(b)(6))	% 100% 0% 0% 0% 0%
Pleaspons - Ha	ase add any additional comments about your ager se as your agency incorporated and/or integrated inte Answer Yes No Do not know Not applicable, please explain Total Does your agency have documented and approverecords are retrievable and usable as long as	ernal controls to ensure the reliability, authenticity electronic information systems? (36 CFR 12) Bar d procedures to enable the migration of records	and associated metadata to net NARA-approved disposition	Response 1 0 0 0 1 1 ew storage media or forms? (36 CFR 1236.20(b)(6))	% 100% 0% 0% 0% 0%
Pleaspons . Ha	ase add any additional comments about your ager se as your agency incorporated and/or integrated inte Answer Yes No Do not know Not applicable, please explain Total Does your agency have documented and approverecords are retrievable and usable as long as Answer Yes	ernal controls to ensure the reliability, authenticity electronic information systems? (36 CFR 12) Bar d procedures to enable the migration of records a needed to conduct agency business and to meet	and associated metadata to net NARA-approved disposition	Response 1 0 0 0 1 1 ew storage media or forms? (36 CFR 1236.20(b)(6)) esponse 1	% 100% 0% 0% 0% 0% ats so th
Pleaspons . Ha	ase add any additional comments about your ager se as your agency incorporated and/or integrated inte Answer Yes No Do not know Not applicable, please explain Total Le, please explain Does your agency have documented and approver records are retrievable and usable as long as Answer Yes No	ernal controls to ensure the reliability, authenticity electronic information systems? (36 CFR 12) Bar d procedures to enable the migration of records a needed to conduct agency business and to meet	and associated metadata to net NARA-approved disposition	Response 1 0 0 0 1 1 ew storage media or forms? (36 CFR 1236.20(b)(6)) esponse 1 0	% 100% 0% 0% 0% 0% ats so th
Pleaspons . Ha	ase add any additional comments about your ager se as your agency incorporated and/or integrated inte Answer Yes No Do not know Not applicable, please explain Total Le, please explain Does your agency have documented and approver records are retrievable and usable as long as Answer Yes No Do not know O not know	ernal controls to ensure the reliability, authenticity electronic information systems? (36 CFR 12) Bar d procedures to enable the migration of records a needed to conduct agency business and to meet	and associated metadata to net NARA-approved disposition	Response 1 0 0 0 1 1 ew storage media or forms? (36 CFR 1236.20(b)(6)) esponse 1 0 0	% 100% 0% 0% 0% 0% ats so th
. Ha	ase add any additional comments about your ager se as your agency incorporated and/or integrated inte Answer Yes No Do not know Not applicable, please explain Total Le, please explain Does your agency have documented and approver records are retrievable and usable as long as Answer Yes No	ernal controls to ensure the reliability, authenticity electronic information systems? (36 CFR 12) Bar d procedures to enable the migration of records a needed to conduct agency business and to meet	and associated metadata to net NARA-approved disposition	Response 1 0 0 0 1 1 ew storage media or forms? (36 CFR 1236.20(b)(6)) esponse 1 0	% 100% 0% 0% 0% 0% ats so th

	records management staff involved in developing procedures to ensure					
#	Answer	Bar		Response		%
1	X Yes			1		100%
2	×No			0		0%
3	∑ Do not know			0		0%
4	X Not applicable, please explain			0		0%
5	▼ To some extent			0		0%
	Total			1		
Not applicable	e, please explain					
74.	Does your agency maintain an inventory of electronic information syste	ems that indicates whether or no /? (36 CFR 1236.26(a))	t each syste	m is covered by an appro	oved NARA dis	position
	addions	7. (55 C) 1. (256.25(a))				
#	Answer	Bar		Response		%
1	√ Yes			1	10	00%
2	X No, please explain			0		0%
3	X Do not know			0		0%
	Total			1		
No, please ex	plain					
	Does your agency ensure that records management functionality, include proved records schedules, is incorporated into the design, developmen departmental agencies may ans	t, and implementation of its elec	tronic inforr	mation systems? (36 CFR		
1	Answer	Bar		Response		100%
2	√ Yes			0		0%
3	X No, please explain Do not know			0		0%
4	% Not applicable, please explain			0		0%
	Total			1		0.0
	1.44			·		
No, please ex	plain Not applicable, p	lease explain				
76 Do	es your agency's records management program staff participate in the d	esian development and implem	entation of	new electronic information	on systems?	
70. 50	so your agency o records management program stair participate in the d	esign, development, and implem	icitation or	new electronic informatic	on systems.	
#	Answer	Bar		Response		%
1	¥Yes			1		100%
2	➤ To some extent			0		0%
3	X No, please explain			0		0%
4	X Do notknow			0		0%
5	X Not applicable, please explain			0		0%
	Total			1		
No, please ex	plain Not applicable, p	lassa avalain				
No, please ex	ран посаррисаце, р	iease expiairi			_	_
77	. Which of these activities does your agency's records management pro solution?	gram staff participate in to ensu (Choose all that apply)	re that reco	rds requirements are par	t of the recomn	nended
	solution?			rds requirements are par		
# Ans	solution?		re that reco	rds requirements are par	Response	%
# Ans	solution? wer articipate in review and acceptance of proposals for new systems			rds requirements are par	Response 0	0%
# Ans	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering			rds requirements are par	Response 0 1	% 0% 100%
# Ans: 1 XP 2 XP 3 XP	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase			rds requirements are par	Response 0 1	% 0% 100%
# Ans 1 XP 2 XP 3 XP 4 XP	solution? articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system			rds requirements are par	Response 0 1	% 0% 100%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase			rds requirements are par	Response 0 1 1 0	0% 100% 100% 0%
# Ans 1 × P 2 × P 3 × P 5 × P 6 × M	solution? articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems			rds requirements are par	Response 0 1 1 0 1	0% 100% 100% 0% 100%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM	solution? articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems lonitor system for adherence to standards, policies, and procedures			rds requirements are par	Response 0 1 1 0 1	0% 100% 100% 0% 100% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM	solution? articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems lonitor system for adherence to standards, policies, and procedures rovide information only			rds requirements are par	Response 0 1 1 0 1 0 1	% 0% 100% 100% 0% 100% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XN XP 8 XD 9 XC	articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems lonitor system for adherence to standards, policies, and procedures rovide information only onot know ther, please explain			rds requirements are par	Response 0 1 1 0 1 0 0 0 0	% 0% 100% 100% 0% 100% 0% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM	articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems lonitor system for adherence to standards, policies, and procedures rovide information only onot know ther, please explain			rds requirements are par	Response 0 1 1 0 1 0 0 0 0	% 0% 100% 100% 0% 100% 0% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XN XP 8 XD 9 XC	articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems lonitor system for adherence to standards, policies, and procedures rovide information only onot know ther, please explain			rds requirements are par	Response 0 1 1 0 1 0 0 0 0	% 0% 100% 100% 0% 100% 0% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM XP 8 XD 9 XC Other, please	articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems lonitor system for adherence to standards, policies, and procedures rovide information only onot know ther, please explain	(Choose all that apply)	Bar		Response 0 1 1 0 1 0 0 0 0 0	% 0% 100% 100% 0% 100% 0% 0% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM XP 8 XD 9 XC Other, please	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems tonitor system for adherence to standards, policies, and procedures rovide information only on ot know ther, please explain explain explain	(Choose all that apply) anent electronic records be man	Bar	electronic format for even	Response 0 1 1 0 1 0 0 0 0 0	% 0% 100% 100% 0% 100% 0% 0% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM XP 8 XD 9 XC Other, please	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in design phase including testing the system rovide sign off authority for the implementation of new systems tonitor system for adherence to standards, policies, and procedures rovide information only on ot know ther, please explain explain as your agency have documented and approved policies requiring permaters. Answer	(Choose all that apply)	Bar		Response 0 1 1 0 1 0 0 0 0 0 trual transfer to	% 0% 100% 100% 0% 100% 0% 0% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM XP 8 XD 9 XC Other, please	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems tonitor system for adherence to standards, policies, and procedures rovide information only onot know ther, please explain explain as your agency have documented and approved policies requiring permatically. Answer XYes	(Choose all that apply) anent electronic records be man	Bar	electronic format for even	Response 0 1 1 0 1 0 0 0 0 0 trual transfer to	% 0% 100% 100% 0% 100% 0% 0% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM XP 8 XD 9 XC Other, please	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in design phase including testing the system rovide sign off authority for the implementation of new systems tonitor system for adherence to standards, policies, and procedures rovide information only on ot know ther, please explain explain as your agency have documented and approved policies requiring permaters. Answer	(Choose all that apply) anent electronic records be man	Bar	electronic format for even	Response 0 1 1 0 1 0 0 0 0 0 trual transfer to	% 0% 100% 100% 0% 100% 0% 0% 0%
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM XP 8 XD 9 XC Other, please	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in design phase articipate as stakeholder in development phase including testing the system rovide as stakeholder in development phase including testing the system towide sign off authority for the implementation of new systems tonitor system for adherence to standards, policies, and procedures rovide information only on throw ther, please explain explain as your agency have documented and approved policies requiring permaters Answer X Yes No	(Choose all that apply) anent electronic records be man	Bar	Response	Response 0 1 1 0 1 0 0 0 0 0 trual transfer to	% 0% 100% 100% 0% 100% 0% 0% 0% NARA?
# Ans 1 XP 2 XP 3 XP 4 XP 5 XP 6 XM XP 8 XD 9 XC Other, please	solution? wer articipate in review and acceptance of proposals for new systems articipate as stakeholder in requirements gathering articipate as stakeholder in development phase including testing the system rovide sign off authority for the implementation of new systems toinitor system for adherence to standards, policies, and procedures rovide information only onot know ther, please explain explain Answer X Yes X No X No, under development	(Choose all that apply) anent electronic records be man	Bar	Response 1 0	Response 0 1 1 0 1 0 0 0 0 0 trual transfer to	% 0% 100% 100% 0% 0% 0% 0% 0% 0%

	A				01
;	Answer	Bar	Response		%
	× Yes		1		100%
2	X To some extent		0		0%
	X Do not know		0		0%
	Total		1		
Doe	s your agency have the capability to place legal holds	on all electronic records until disposition is	authorized?		
;	Answer	Bar	Response		%
	¥Yes		1		100%
2	×No		0		0%
3	★ To some extent		0		0%
	➤ Do not know Total		0		0%
Doe	es your agency comply with the requirements under Ex	ecutive Orders 13526 and 13556 for managi contain electronic records?		ssified information i	in system
A	nswer		Bar	Response	%
_	₹ Yes			1	100
	¢ No			0	09
-	C To some extent			0	09
	on ot know Not applicable, not an executive branch agency			0	09
To	v.			1	09
! !	X Yes X No X To some extent X Do not know Total		0 0 1 0 1		0% 0% 100% 0%
	es your agency have a digitization strategy to reformat	permanent records created in hard copy or	r other analog formats (e.g., microf	iche, microfilm, ana	log vide
Do		analog audio)?			
	Answer	analog audio)?	Response		%
,			1		100%
	Answer X Yes No		1 0		100%
‡ 2	Answer X Yes No To some extent		1 0 0		100% 0% 0%
‡ 2	Answer X Yes No		1 0		100%
Doe	Answer X Yes X No X To some extent Do not know Total Total Total Total	Bar	1 0 0 0		100% 0% 0% 0%
Doe	Answer X Yes X No X To some extent Do not know Total Total Answer Answer		1 0 0 0 1		100% 0% 0% 0%
# Doe	Answer X Yes X No X To some extent Do not know Total Total Answer X Yes	Bar	1 0 0 0 1		100% 0% 0% 0%
Doe	Answer X Yes X No X To some extent Do not know Total Total Answer X Yes X No	Bar	1 0 0 0 1 1 Response		100% 0% 0% 0%
Doe	Answer X Yes X No X To some extent Do not know Total Total Answer X Yes	Bar	1 0 0 0 1		100% 0% 0% 0% 0%
Doe	Answer X Yes X No X To some extent X Do not know Total Provided Total Answer X Yes X No X Do not know Total Total	Bar	1 0 0 0 1 1 Response 1 0 0		100% 0% 0% 0%
Doe	Answer X Yes No To some extent Do not know Total Se your agency manage your web content as records? Answer Yes No Do not know Total Total	Bar	1 0 0 0 1 1 PRESENTED TO THE PROPERTY OF THE P		100% 0% 0% 0% 0%
Doe	Answer X Yes X No X To some extent X Do not know Total S your agency manage your web content as records? Answer X Yes X No X Do not know Total Total	Bar	1 0 0 0 1 1 Response 1 0 0	Response	100% 0% 0% 0% 0%
# 1 2 2 3 3 How	Answer X Yes No To some extent Do not know Total Syour agency manage your web content as records? Answer Yes No Do not know Total Total Total V does your agency capture web content managed as records?	Bar	1 0 0 0 1 1 PRESENTED TO THE PROPERTY OF THE P	0	100% 0% 0% 0% 0%
# 1 22 33 Ans	Answer X Yes No To some extent Do not know Total Syour agency manage your web content as records? Answer Yes No Do not know Total Total Total Answer Total Total	Bar	1 0 0 0 1 1 PRESENTED TO THE PROPERTY OF THE P	0	100% 0% 0% 0% 0%
# 1 1 2 2 3 3 4 1 1 2 2 3 3 4 1 1 2 2 3 3 4 1 1 2 2 3 3 4 1 1 2 2 3 3 4 1 1 1 2 2 3 3 1 1 1 1 1 1 1 1 1 1 1 1 1	Answer X Yes X No To some extent Do not know Total Syour agency manage your web content as records? Answer Yes No Do not know Total Total Y does your agency capture web content managed as records?	Bar	1 0 0 0 1 1 PRESENTED TO THE PROPERTY OF THE P	0 0 1	100% 0% 0% 0% 0%
# 1 1 2 2 3 3 4 4 1 1 2 2 3 3	Answer X Yes No To some extent Do not know Total Syour agency manage your web content as records? Answer Yes No Do not know Total Total Total Answer Total Total	Bar	1 0 0 0 1 1 PRESENTED TO THE PROPERTY OF THE P	0	100% 0% 0% 0%

86. Web content management includes: (Choose all that apply)

	Answer	Bar	Response	%
1	x dent f cat on of record copy whether online or off line		0	0%
2	x dent fy ng the program off ce respons ble for off c al record copy		0	0%
3	★ Records retent on schedul ng of web content		0	0%
4	X Preservat on of record copy in accordance with retention schedule		1	100%
5	X M grat on of content when webs te s updated		0	0%
6	X Ma nta n ng access throughout the I fe cycle even fremoved from the webs te		0	0%
7	X Manag ng conven ence cop es as dupl cates and apply ng d spos t on as needed		0	0%
8	X Transfer of permanent web records to the National Archives		0	0%
9	X Other please expla n		0	0%

Other, please explain

87. Does your agency use cloud services?

	Answer	Bar	Response	%
1	× Yes		1	100%
2	X No		0	0%
3	★ Do not know		0	0%
	Total		1	

88. For what purpose(s) is your agency using cloud services? (Choose all that apply)

	Answer	Bar	Response	%
1	X Ema I		0	0%
2	X Adm n strat ve functions such as payroll purchasing and financial management		1	100%
3	X M ss on/program related funct ons		0	0%
4	X Other please expla n		1	100%
5	➤ Do not know		0	0%

Other, please explain

Google Analyt cs

. Are rec	cordkeeping requirements included?			
		-		
#	Answer	Bar	Response	%
1	X Yes		1	100%
3	X No		0	0%
4	X Do not know		0	0%
	Total		1	
90. ı	s the records management program and related requirements	s included in your agency's Inf	formation Resource Management Plan or an eq	uivalent information
	management plan? (OMB Circ			
#	Answer	Bar	Response	9/4

1	X Yes	1	100%
2	X No	0	0%
3	★ Do not know	0	0%
	Total	1	
			J

91. Does your agency have documented and approved policies and procedures in place to handle email records that have a retention period longer than 180 days? (36 CFR 1236.22)

#		Bar	Response				
1	√ Yes		1	100%			
2	X No, please explain X Do not know		0	0%			
3	★ Do not know		0	0%			
	Total		1				
No, please explai	No, please explain						

92. Does your agency have documented and approved policies and procedures to implement the guidelines for the transfer of permanent email records to NARA described in NARA 2014-04: Revised Format Guidance for the Transfer of Permanent Electronic Records – Appendix A: Tables of File Formats, Section 9 - Email, https://www.archives.gov/records-mgmt/policy/transfer-guidance-tables.html? (36 CFR 1236.22(e))

		Bar	Response				
1	✓ Yes		1	100%			
2	X No		0	0%			
3	➤ Do not know		0	0%			
	Total		1				

93. Do employees in your agency have more than one agency-administered email account? (NARA Bulletin 2013-03) * Examples of business needs may include but are not limited to: Using separate accounts for public and internal correspondence Creating accounts for a specific agency initiative which may have multiple users Using separate accounts for classified information and unclassified information

		Bar	Response	
1	¥Yes		0	0%
2	X No		1	100%
4	➤ Do not know		0	0%
	Total		1	

94. Does your agency have documented and approved policies that address these types of accounts and that state that email records must be preserved in an appropriate agency recordkeeping system? (36 CFR 1236.22)

100%
0%
0%
0%
0%

95. Does your agency allow the use of personal email accounts to conduct official business? (36 CFR 1236.22(b))

		Bar	Response	
1	X Yes		0	0%
2	X No		1	100%
3	★ Do not know		0	0%
	Total		1	

96. ı	Does	your agency have documented and approved policies that add	ress the u	use of personal email	accounts, whether	er or not allowed, th	at state that	all emails	created and
		y such accounts must be preserved in an appropriate agency re							
of the	ese a	ccounts must be forwarded to an official electronic messaging				20 days after the or	iginal creati	on or trans	mission of
		the record?	(36 CFR	1236.22(b) and P.L. 1	13-187)				
#	_	Answer		Bar		Respons	е		%
1		√Yes				1			100%
2		× No				0			0%
3		X Do not know				0			0%
4		✓ No, pending final approval				0			0%
5		✓ No, under development				0			0%
		Total				1			
97.	Doe	es your agency's email system(s) retain the intelligent full names	s on direc	tories or distribution	lists to ensure id	entification of the se	ender and a	ddressee(s) for those
		email messages the	at are Fed	leral records? (36 CF	R 1236.22(a)(3))				
						Response			
1	1	√ Yes				1		100	%
2	2	X No				0		0%	6
3	3	➤ Do not know				0		0%	6
		Total				1			
98. v	Vhat	method(s) does your agency employ to capture and manage en	nail recor	ds? (Choose all that a	apply)				
# 1	Answe						R	esponse	%
1 2	🗶 Сар	tured and stored in an email archiving system						1	100%
2	🗶 Сар	tured and stored in an electronic records management system						0	0%
3	★ Cap	tured and stored as personal storage table (PST files						0	0%
4	x Prin	t and file						0	0%
		captured and email is managed by the end user in the native system						0	0%
		er, please be specific						0	0%
•	A	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						•	0.0
Other, ple	ase be	specific							
99. c	oes	your agency evaluate, monitor, or audit staff compliance with the	he agency	y's email preservation	n policies? (36 CF	R 1220.18)			
#	ļ	Answer	Bar			Response		%	
1		√ Yes				1		100	
2		× No				0		0%	
3		X Do not know				0		0%	
3	,							07/	•
		Total				1			
100	Ноч	often does your agency evaluate, monitor, or audit staff compl	ianco wit	h the agency's email	preservation police	cios?			
100.	TIOV	rotten does your agency evaluate, monitor, or addit stall compl	rance with	in the agency 5 email	preservation pond	oloo :			
		1		B		D			0.
#		Answer		Bar		Response			%
1		× Annually				1			00%
2		★ Bi annually				0			0%
3		Conce every 3 years				0			0%
4		X Ad hoc				0			0%
5		★ Do not know				0			0%
		Total				1			
101.	Whi	ch of the following has your agency chosen for retention sched	uling of e	mail?					
#	Ansv	ver			Bar		Respon	se	%
1	≭ GI	RS 61 Email Managed under a Capstone Approach					1		100%
2		gency specific schedule					0		0%
3		ombination of agency specific schedule and GRS 61					0		0%
4		nail retention has not been scheduled					0		0%
5		o not know					0		0%
6		ther, please explain					0		0%
							0		

102. Is	your agency able to access email from departed employees in	n a usable format?			
#	Answer	Bar	Resp	onse	%
1	×Yes		1		100%
2	× No		0)	0%
3	X Do not know)	0%
4	X To some extent X To some extent		0)	0%
	Total		1		
103. Is	your agency able to prevent unauthorized access, modification	on, or destruction of emails?			
#	Answer	Bar	Resp	onse	%
1	¥Yes		1		100%
2	× No		C)	0%
3	➤ Do not know				0%
4	★ To some extent				0%
	Total		1		0.6
	Iotal				
104.	Can your agency transfer permanent email records to the Nat	tional Archives in accordance with ac	ency records schedule	s or General Records	Schedules and NARA
	,	regulations and guidance?	,		
#	Answer	Bar	Resp	onse	%
1	× Yes		Kesp		100%
2	× No				0%
3	X Do not know				0%
4	x To some extent		0		0%
	Total		1		
40E I		#			
TUD. IS	your agency able to decrypt permanent email records before	they are accessioned by NARA?			
#	Answer	Bar	Response		%
1	¥Yes		1		100%
2	X No		0		0%
3	★ Do not know		0		0%
	Total		1		
106. c	Ooes your agency have an approved records schedule coverin				ssages, and messages
	created in social media too	ls or applications that meet the defini	tion of a Federal record	1?	
#	Answer	Bar		Response	%
1	★ Yes			0	0%
2	X No			0	0%
3	➤ Do not know			0	0%
4	X No, pending final approval			0	0%
5	➤ No, under development			1	100%
	Total			1	
107. 1	Does your agency have documented and approved policies ar	nd procedures in place to manage ele	ctronic messages inclu	ıding text messages. (chat/instant messages.
		messages created in social media to			
#	Answer	Bar		Response	%
1	× Yes	-		1	100%
2	× No			0	0%
3	Cotton places explain			0	0%
4	X Other, please explain			0	0%
5	X No, pending final approval			0	0%
6	X No, under development			0	0%
	Total			1	
Other, please	explain				
James, piease					
108. pi	ease add any additional comments about your agency for Sec	tion IV: Flectronic Records (Ontions	n		
100. PI	ease and any additional comments about your agency for Sec	saon IV. Electronic Records. (Optiona	.,		
Text Respons	Se				

109. Does the records management program have a dedicated budget?						
	Answer	Bar	Response	%		
1	× Yes		1	100%		
2	X No		0	0%		
3	★ Do not know		0	0%		
	Total		1			

110. Please report actual obligations for records management purposes incurred in FY 2017 for each of the

#	Answer	Bar	Response		
1	▼ Please enter dollar amount (without the \$ sign)		1	100%	
2	➤ Do not know		0	0%	
3	× Prefer not to answer		0	0%	
4	X Not applicable all records management staff are contractors		0	0%	
	Total		1		

Please enter dollar amount (without the \$ sign):

1 132 322 38

111. Records Storage Contracts and Inter-Agency Agreements (paper and analog formats):

#	Answer	Bar	Response	%
1	★ Please enter dollar amount (without the \$ sign)		1	100%
2	X Do not know		0	0%
3	× Prefer not to answer		0	0%
	Total		1	

Please enter dollar amount (without the \$ sign):

1 033 296 00

112. Records Management IT Systems and Electronic Records Storage:

#	Answer	Bar	Response	%
1	▼ Please enter dollar amount (without the \$ sign)		1	100%
2	➤ Do not know		0	0%
3	× Prefer not to answer		0	0%
	Total		1	

Please enter dollar amount (without the \$ sign):

540 000

Answer Bar Response % 1 X Please enter dollar amount (without the \$ sign) 2 X Do not know 0 0 0% 3 X Prefer not to answer 0 0 0% Total 1 1 Please enter dollar amount (without the \$ sign): See Comments Below

114.	114. Records Management Training:					
#	Answer B	Bar	Response			
1	✓ Please enter dollar amount (without the \$ sign		1	100%		
2	X Do not know		0	0%		
3	➤ Prefer not to answer		0	0%		
	Total		1			
Please en	ter dollar amount (without the \$ sign):					
See Comm	nets Below					

115.	Other:				
			-		
#	Answer		Bar	Response	%
1	★ Please enter dollar amount (without the \$ sign			0	0%
2	X Do not know			0	0%
3	★ Prefer not to answer			0	0%
4	X Not applicable			0	0%
5	X Please enter additional category here (Please be specific			0	0%
Please en	Please enter dollar amount (without the \$ sign): Please enter additional category here: (Please be specific)				

116. Comments: (Optional)

ext Response

Personnel Compensation and Benefits is for that of the Records Management Staff only Travel and Transportation for RM purposes is dependent on agency appropriations and other agency priorities. No budget is allotted specifically for Records Management travel purposes RM Staff conduct internal training, and if funds are available, some funds may be used for NARA sponsored training.

117. Ho	w many full-time equivalents (FTE) are in your agency/organization?			
#	Answer	Bar	Response	%
1	X 500,000 or more FTEs		0	0%
2	X 100,000 499,999 FTEs		0	0%
3	X 10,000 99,999 FTEs		1	100%
4	X 1,000 9,999 FTEs		0	0%
5	X 100 999 FTEs		0	0%
6	X 1 99 FTEs		0	0%
	X Not Available		0	0%
	Total		1	

Answer	Bar	Response	
X Senior Agency Official		1	100%
★ Office of the General Counsel		0	0%
★ Program Managers		1	100%
★ FOIA Officer		1	100%
★ Information Technology staff		1	100%
		1	100%
★ Administrative staff		1	100%
X Other, please be specific		0	0%
X None		0	0%

119. H	low much time did it take you to gatl	ner the information to complete	e this self-	assessment?		
# A	nswer		Bar		Response	%
	Under 3 hours		Dar		0	0%
	More than 3 hours but less than 6 hours				0	0%
	More than 6 hours but less than 10 hours				0	0%
	Over 10 hours				1	100%
					1	100%
10	tal				'	
120. [Did your agency's senior manageme	nt review and concur with your	response	s to the 2017 Records	Management Se	If-Assessment?
#	Answer	Bar		Response		%
1	X Yes			1		100%
2	× No			0		0%
3	X Do not know			0		0%
	Total			1		
121. F	Please provide your contact informat	ion.				
Name	Agency, Bureau, or Office	Job Title		Email Address	Phone	Number
b) (6)	Social Security Administration	Agency Records Officer		(b) (6)	(b) (6)	
<i>5</i>) (0)		- Igo, - 1000.100 0	<u> </u>	(0) (0)	(0) (0)	
#	Answer × Yes	Bar		Response		% 100%
2	× No			0		0%
	Total			1		
123. F	Please provide the Agency Records (Officer's contact information.				
Name	Email Address		1	Phone Number		
124. [Oo you have any suggestions for imp	proving the Records Manageme	ent Self-As	ssessment next year?		
Text Respo	nse nment section" at each question and not just at the end of t	he section				
125. c	Q_URL					
/alue						Total
	/ 3KSUMglxyns4UgB&Q DL=0Vd0peWUYw4JCdf 3KS	UMgixyns4UgB MLRP 82E1oJbNHYeD40J&Q	CHL=email&Q	JFE=0		1
126. s	SSID					
/alue		To	tal			

127. Score

Statistic	Value	
Mean Score	99.00	
Score Standard Dev at on	0.00	
We ghted Mean of tems	0.71	
We ghted S andard Dev at on of tems	1.26	
tems	139.00	