ATTACHMENT B PROGRAM ASSESSMENT CRITERIA

Identify the following for all sites:

Program Management

- Number FTE's devoted to Records Management
 - o Full-time
 - Federal and Contractor
 - o Part-time
 - Federal and Contractor
 - Percent of time spent on Records Management duties
- Percentage of time each Records Management employee is assigned to:
 - o Program Management
 - o Operations
 - Training/Assistance
 - Schedule Application
 - Records Holding/Storage Area Activities
 - EEOICPA Claims
 - Monthly Claim Volume
 - Other, specify
 - o Contractor Oversight
- Manpower/Support Costs
 - Series and Grade levels for Federal FTE's
 - o Contractor costs
- Records Management Expertise
 - Federal and Contractor
 - Records-related Training received within the last three years
 - Years of experience
- Records Management Budget
 - Training, Travel, Electronic Systems
 - Federal and Contractor
- Internal Policies/Procedures have been established and distributed and best practices identified
 - Federal and Contractor
 - Retiring and Retrieving Records
 - Exit Procedures
 - Other, specify

Self-Assessments have been completed within the past year

 Federal and Contractor

Records Management

- Federal and Contractors Records are managed/tracked
 - o Manually
 - Estimated volume
 - o Electronically
 - Estimated volume
 - Type of system(s) and years in use
 - Estimated cost of system and maintenance
- Estimated Volume of records that are
 - o Active
 - Percentage in paper
 - Percentage electronic
 - o Inactive
 - Percentage in paper
 - Percentage electronic
 - o Classified
 - Percentage in paper
 - Percentage electronic
- Date of last complete Inventory
- Number of site-specific schedules in use

Records Storage and Retrieval

- Federal and Contractor Records Holding Areas/Storage
 - o Volume of Classified and Unclassified Records in storage
 - o Cost for
 - On-site storage/vault or holding space (specify)
 - Percentage of facility used
 - Estimated cubic feet still available
 - Commercial Facility
 - Federal Records Center(s)
 - Average number of retrievals (monthly)
 - Average number of boxes shipped to storage (monthly)
- Federal, Contractor, and commercial storage that is *not* compliant with FY 2009 regulatory criteria

Records Training and Assistance

- Number of Federal and Contractor employees who received Records Management Training
 - Within the last 12 months
 - Classroom or one-on-one assistance
 - Supervisory/Management
 - Engineer/Scientist
 - Administrative

Records Destruction

- Volume of Federal and Contractor records destroyed
 - o Within last 12 months
 - Estimated cost

Permanent Records

- Total Volume of Permanent Records
- Volume of Permanent Records that are Classified
- Volume of Federal and Contractor Records transferred to National Archives
 - o Within last 12 months
 - o Within last 24 months
 - o Date of last transfer

<u>Records Under Moratoria</u>

- Estimated Volume of Federal and Contractor Records under a moratorium
 - o Epidemiology
 - o Litigation
 - o Other, specify
- Estimated costs of storage for each