ATTACHMENT C DEPARTMENTAL EVALUATION AND SITE VISIT PROTOCOL

- 1. The Departmental Records Officer will provide in writing to the PRO a sixty day notice of intent to evaluate, along with recommended sites to be visited and areas to be examined.
- 2. The PRO will notify sites to be visited and coordinate mutually agreeable dates with the Departmental Records Officer.
- 3. The PRO will provide an overview of the organization's Records Management Program and make summaries of assessments available for review prior to the evaluation.
- 4. The PRO will highlight changes made to the program and future plans for improvement.
- 5. Field site visits may include the PRO and shall not exceed three days unless specified in writing.
- 6. Field sites will provide an overview of:
 - The general work of the site and types of records created
 - Federal and Contractor Records Programs
 - Records storage facilities
 - Current initiatives
 - Issues and challenges.
- 7. Field sites may be asked to:
 - Provide a tour of:
 - o Records storage facilities
 - Central file areas and vaults
 - Arrange meetings with:
 - o Records Liaisons.
- 8. Evaluators may ask to review any of the following:
 - Inventories
 - Records Tracking Systems
 - Internal policies/procedures
 - Budgets
 - Self-assessments and Program Assessments
 - Electronic Document Management/Electronic Recordkeeping Systems
 - E-mail pilots/results
 - Copies of SF-258's/Permanent Records Repository

- Training materials.
- 9. Evaluators will summarize preliminary findings and present results to:
 - Site Manager or designated Management contact
 - PRO
 - RMFO.
- 10. Final reports shall be prepared and sent to the Head of the Program Office by the Chief Information Officer or a designee.
- 11. The PRO shall address in writing the findings and outline corrective actions taken and/or planned within ninety days of receiving the final report.