	Approved for Release: 2	7	Last Monfred 04/11/2013
	Is there a person in your agency who is responsible for coordinating and overseeing the implementation of the	e records management program? (36 CFR 1220.34(a)	
		1	
The state of the property Asian Agriculation files and office.  The state of the property Asian Agriculation for secretary and the property of the state of the p	3 X Do not know	0	and the control of th
	Total	. 1	
Cologia in this passa later representation of the records associated program?	Please provide the person's name, position title, and office.		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
1	How long has this person been responsible for coordinating and overseeing the implementation of the records	s management program?	
1			See Display and the second of
SCATE PROCESS AND STATE OF THE	2 X 3 to 4 years		0%
Access   A	4 X Less than a year	; 1	
Access   A	CHECKED AND A SAME OF THE SAME	of a department, you may answer "Ves " eigen if this	is not being done at the component level
			restorbeing content are component retery
Does your Agency Records Officer make requisity (four or more times a you) with the SAORM to discuss the agency records management program's gode?	1 XYes	. 1	
Note of the process and Information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and Information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and Information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information of the process and information are of the content in 201872   Note of the process and information of the process and	PRODUCTION IN THE PROPERTY OF	THE CONTRACT OF A STATE OF A STATE OF THE CONTRACT OF THE CONT	0%
Note of the process and Information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and Information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and Information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information Management Series, 0303, job series released by the Office of Personnel Management in 201872   Note of the process and information of the process and information are of the content in 201872   Note of the process and information of the process and	100% your Agency Records Officer meet regularly (four or more times a year) with the SAORM to discuss the a	igency records management program's goals?	
			Para Carlo
Total    Does your agency use the Records and Information Management Series, 6399, job series released by the Office of Personniel Management in 2015?    Amenia	1 X Yes	7	
X yes X to no store X to no st			0%
X yes X to no store X to no st	Does your eveney use the Records and Information Management Series, 0308, job series released by the Office	e of Personnel Management in 2015?	
X to professional agency have a network of designated amployees within each program and administrative area who are assigned records management responsibilities? These individuals are often called Records Liefeon Officers (RLOs), though their titles may vary, (86 OFR 1220.34(d))  Answer  Answer  A conclusion  Yes  Yes  You  You  You  You  You  You  You  Yo	Arrive State of the State of th		Residue /
Yes applicable, my agency does not use the General Schedule (CS) to despice and the General Schedule (CS) to despice and the General Schedule (CS) to despic	X №		0 0%
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))  Assert  Yes  1 1 1005,  X No  1 0 0 05,  X No o 0 0 05,  Y No applicable, agency have test than 100 omployees  0 0 05,  Y No applicable, Departmental Records Officer - Pris is done at the companent level  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.  Africal  X All records management staff are agency personnal  X Records management staff are agency personnal and contractors  1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	X Not applicable, my agency does not use the General Schedule (GS) job classification		1 100%
Officers (RLOs), though their titles may vary, (36 CFR 1220.34(d)).  Animal Properties Services Servic			
Yes  X No  X Do not know  Q o o %  X Do not know  Not applicable, Agency has less than 100 employees  Y Not applicable, Departmental Records Officer - Phis is done at the component level  Total  X the following, please select the one that best describes your records management staff, This includes only those specifically assigned to the records management program.  X All records management staff are agency personel  X All records management staff are agency personel  X All records management staff are agency personel  X Records management staff are agency personel  X Records management staff are sometors  Y Records management staff are sometors  1 100%  Total			s? These individuals are often called Records Liaison
X No anotishow			
Vol applicable, agency has fees than 100 omployans  Vol applicable, Departmental Records Officer—this is done at the component level  O	X No	200	.0
If the following, please select the one that best describes your records management staff. This includes only those specifically assigned to the records management program.  Arrest  X. Air records management staff are agency personnel  X. Air records management staff are agency personnel  X. Air records management staff are someticus  X. Records management staff includes both agency personnel and contractors  1 100%.  Total	✓ Not applicable, agency has tess than 500 omployees		
X All records management soft are agency personnel  X All records management set are agency personnel  All records management set includes both agency personnel and contractors  1 100%.  Total	Total		
X All records management staff are agency personnel  Q 0/4 X All records management staff are consistent Q 0/5 X All records management staff includes toot agency personnel and contractors Q 0/5 X Records management staff includes toot agency personnel and contractors Q 1/5 Total	Of the following, please select the one that best describes your records management staff. This includes only	those specifically assigned to the records managem	ient program.
X All records management slaff are consistors  X Records management slaff includes both agency personnel and contractors  1 100%  Total	X All records management staff are agency personnel		Benezius C
	X All records management staff are contractors		
How many FTE agency personnel (non-contractors) are specifically assigned records management responsibilities? (These are individuals directly responsible for records management program implementation, not acts 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.	######################################		1
officers will be answering for their agencies.	How many FTE agency personnel (non-contractors) are specifically assigned records management responsibilities within mission areas with minimal records management duties.)* For Department Records Officers, pleases	bilities? (These are individuals directly responsible f	or records management program implementation, not it agency components, as component agency records
	officers will be answering t	for their agencies.	
			'

11. Does your agency have a documented and approved seconds management directive(a)*/(36 CFR 120.34(c))*	responsibilities? (36 CFF ecords Officer Network (	100% 0% 0% 0% 0% 0% 0% 0% 0% 0% 1 100% 0 0% 0
### American State of Control of	responsibilities? (36 CFF ecords Officer Network (	0% 0% 0% 0% 0% 0% 0% 0% 1 100% 0 0% 0 0%
### American State of Control of	responsibilities? (36 CFF ecords Officer Network (	0% 0% 0% 0% 0% 0% 0% 0% 1 100% 0 0% 0 0%
### Amount of the control of the con	responsibilities? (36 CFF ecords Officer Network (	0% 0% 0% 0% 0% 0% 0% 0% 1 100% 0 0% 0 0%
2	responsibilities? (36 CFF ecords Officer Network (	0% 0% 0% 0% 0% 0% 0% 0% 1 100% 0 0% 0 0%
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?	responsibilities? (36 CFF ecords Officer Network (	0%  1 100%  0 0%  0 0%  0 0%  0 0%  1 100%  1 100%  1 100%  CW 0%  0 0%  0 0%  0 0%  0 0%  0 0%  0 0%  0 0%  0 0%  0 0%  0 0%
12. When was your agency's directive(s) last reviewed and/or revised to ensure it includes all new records management policy (sevances and guidance?	responsibilities? (36 CFF ecords Officer Network (	0 0% 0 0% 0 0% 0 0% 0 0% 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
### Approximate the provided internal records management training based on agency policies and directives, for employees assigned records management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal Management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal Management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal Management Anagement Section 1    **Anagement Anagement**  **Anagement Anagement**  **Anagement Anagement	responsibilities? (36 CFF ecords Officer Network (	0 0% 0 0% 0 0% 0 0% 0 0% 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
2	responsibilities? (36 CFF ecords Officer Network (	0 0% 0 0% 0 0% 0 0% 0 0% 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
4 X PY 2012 or earlier 5 X Do not know 7 X Not applicable, agency does not have a records management training. Dased on agency policies and directives, for employees assigned records management records management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal Parameters of the Pederal Parameters of the Pe	responsibilities? (36 CFF ecords Officer Network ( Policy H 0 0	0 0% 0 0% 0 0% 1 1.  R 1220.34(f)) *Includes NARA's FRON) RM 101 course.
13. Does your agency have internal records management training*, based on agency policies and directives, for employees assigned records management records management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal in the Federal i	responsibilities? (36 CFF ecords Officer Network (i Policy i 0 0	0 0% 1. R 1220.34(f)) *Includes NARA's FRON) RM 101 course. 100% 0% 0% 0%
records management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal  Area  Yes  No pending final approval  No	responsibilities? (36 CFF ecords Officer Network (i Possess 1 0 0	100% 0% 0% 0% 0%
1	0	100% 0% 0% 0% 0% 0%
2 X No. 3	0 0 0	0% 0% 0% 0%
Section 1 Acres 1  2 No not know   No tapplicable, please explain  Total  14. Has your agency developed mandatory internal, staff-wide, formal training* based on agency policy and directives, covering records in all formats, if nessages, chat, or other messaging platforms or apps, such as social media or mobile device applications, which helps agency employees and contractors fulf "Includes NARA's records management training workshops that were customized specifically for your agency or use of an agency-customized version of the "*Components of departmental agencies may answer "Yes" if this is handled by the department, Department Records Officers may answer "Yes"  1 ✓ Yes	0	0%
14. Has your agency developed mandatory internal, staff-wide, formal training*, based on agency policy and directives, covering records in all formats, in messages, chat, or other messaging platforms or apps, such as social media or mobile device applications, which helps agency employees and contractors fulf "Includes NARA's records management training workshops that were customized specifically for your agency or use of an agency-customized version of the "*Components of departmental agencies may answer "Yes" if this is handled by the department. Department Records Officers may answer "Yes".	•	9%
14. Has your agency developed mandatory internal, staff-wide, formal training*, based on agency policy and directives, covering records in all formats, ir messages, chat, or other messaging platforms or apps, such as social media or mobile device applications, which helps agency employees and contractors fulf "Includes NARA's records management training workshops that were customized specifically for your agency or use of an agency-customized version of the "*Components of departmental agencies may answer "Yes" if this is handled by the department. Department Records Officers may answer "Yes" as we will be a second or the department of the department o	. 1	
The state of the	dudus alectronic comin	college such as email, fext
· · · · · · · · · · · · · · · · · · ·	i their recordkeeping res rederal Records Officer I " if this is handled at the	ponsibilities?** (36 CFR 1220.34(f)) Vatwork (FRON) RM 101 course, component level.
	1	100%
3 🗸 No_pending final approval	. a	100% 0% 0%
4 VNo, under development 5 X D and know	0	0%
, Total		
15. Does your agency require that all senior and appointed officials, including those incoming and newly promoted, receive training on the importance of app. (36 CFR 1220.34(f))	opriately managing recor	ds under their immediate control?
The Artificial Companies of the Compani		100%
2 X No 3 X Dorokknow 0  Total 1		0%
16. Is records management training included in the in-processing for new employees in your agency?		
1 XYs Statement of the second	1 0 0	100% 0% 0%
4 χ Νο, under development 5 χ Do not know	<b>o</b>	0% 0%
Total	1	
17. Please add any additional comments about your agency for Section I: Activities. (Optional)		

18. In addition to your agency's established records management policies and records schedules, has your agency's records meligible, permanent agency records in all media are transferred to NARA according to approved records schedules? (36 CFR 1222.2) external agencies (e.g., NARA's Federal Records Centers) or other organizations should not be considered when responding to the limited to:  Regular briefings and other meetings with records creators. Monitoring and testing of file plans. Regular authorities and dates.	S(e)) ** These controls must be s question. * Examples of reco	internal to your agenc ds management inter	y. Reliance on info ial controls includ	ornation from e but are not nent record
1 / Ves 2 X40 3 / No, pending final approval 4 / No, under development 5 X Donet know Total		1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		100% 0% 0% 0%
19. In addition to your agency's established policies and records schedules, has your agency developed and implemented inter retention period? (36 CFR 122.26(e)) ** These controls must be internal to your agency. Reliance on information from external acconsidered when responding to this question. * Examples of records management internal controls include but are not timited to: from off-site storage * Require certificates of destruction * Monitoring shredding services * Performance testing for small * program before records are destroyed * Ad hoc monitoring of trash and recycle bins * Notification from facilities staff whe activities sponsored and monitored by records management.	n lange irasi uli sur removar or	ral records are not des cords Centers) or oth nventories • Appro plans • Pre-author boxes are requested •	Proyed before the er organizations at val process for di- ization from record Annual record	end of their hould not be sposal notices ds management s clean-out
Arter   Arte				100% 0% 0% 0%
20. Does your agency evaluate, by conducting inspections/audits/reviews, its records management program to ensure that it is regulations? ** For this question, your agency's records management program, or a major component of the program (e.g., vita management training, or the management of your agency's electronic records), must be the **  ** Answer:  ** Answer:  ** Yes, evaluations are conducted by the Records Management Program AND the Office of Inspector General  ** Yes, evaluations are conducted by the Records Management Program AND the Office of Inspector General  ** Yes, evaluations are conducted by:  ** X No, please explain	I records identification and man primary focus of the inspection	agement, the records a /audit/review.	0 0	0% 0% 100% 0%
6 X Onotknow  Total		Toward House Control	1.	ex
21. How often is your records management program, or a major compenent of your program, evaluated for compliance with agency	records management policies a	nd procedures?	5 Sept. 1.56	
21. How often is your records management program, or a major compenent of your program, evaluated for compliance with agency  #   Annually	records management policies a	nd procedures?	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0% 100% 0% 0% 0% 0%
1    Annually 2    Bi-onnually 3    Once every 3 years 4    And hoc 5    Do not know 7    Not applicable, agency does not evaluate its records management program	records management policies a	nd procedures?	c s	100% 0% 0% 0%
1	records management policies a	nd procedures?		100% 0% 0% 0%
1	records management policies a	nd procedures?	1 0 0 0	100% 0% 0% 0% 0% 0%
1	records management policies a	nd procedures?	1 0 0 0	100% 0% 0% 0% 0% 0%
Total	do but are not limited to: * I	Jentifying and schedu	o  i  i  o  o  t  ling all paper and solution for emai	100% 0% 0% 0% 0% 0% 100% 0% 0% 0% 0%

25. Has your agency's records management program identified performance measures for records management activities such as training, rec- performance measures include but are not limited to:  Percentage of agency employees that receive records management training in a year *	ords scheduling, permanent re A reduction in the volume of j	ocords transfers, etc.? *Examples of nactive records stored in office space •
performance measures include but are not limited to: Percentage of agency employees that receive records management training in a year * Percentage of eligible permanent records transferred to NARA in a year * Percentage of eligible permanent records transferred to NARA in a year * Percentage of records scheduled * Percentage of records scheduled * Percentage of records auditor internal systems * Annual u ensure records are captured * Percentage of records successfully retrieved by Agency FOIA Officer in response	spected for records manager pdates of file plans • Perfor use to FOIA reque	ent compliance • Percentage of email mance teating for email applications to ets
	Para la	Spania Section
1 √Yos 2 X No	0	100%
3 Currently under development 4 X Do not know	0	0% 0%
5 Pendring final approval Total	0	0%
26. Does your agency's records management program have documented and approved policies and procedures that instruct staff on how your age	ency's permanent records in a	Il formats must be managed and stored?
(36 CFR 1222.34(e))		
1	1 0	100%
3 V No, pending final approval 4 V No, under development	o .o	0% 
5 X Do not know		0%
27. Is your agency subject to laws or regulations that require you to conduct business using paper or analog records?* **Components of departm	ontal anencies may answer "\	res" if this is handled by the department.
Department Records Officers may answer "Yes" if this is handled at the component	level.	
1 X 1 No 2 X No	1	100% 0%
3 X Do not know Total	0	0%
28. Which of the following possible examples of requirements for paper or analog records apply to your agency's needs? (Choose all that apply)		
X Was signatures are required for transactions with non-Federal entities (Including the public)		1 100%
3 X Transactions are required to be conducted using paper / hard copy 4 X Agency is required to offer paper / hard copy as an available option for transactions		1 100%
5 X Other, please be apacific: 6 X Do not know		0 0% 0 0%
7 X Cammeria: (Optional): 8 X Welt signatures are required for transactions between Fodoral agencies		1 100%
		400000000000000000000000000000000000000
29. Has your agency identified the vital records of all its program and administrative areas? (36 CFR 1223.16) "Components of departmental agenci	es may answer "Yes" if this is	handled by the department.
1		100%
,2 xNo	0	0%
3 X Donotknow Total	1	
30. How often does your agency review and update its vital records inventory? (36 CFR 1223.14)		
1 Annually	0 0	0%
2	1	100% 0%
4 X Never 5 X Do not know	0	0% 0%
6 √Adhoc	0	0%
31. Is your vital records plan part of the Continuity of Operations (COOP) plan?	ali a a subsensa da	
* 0	1	100%
2.	0 · 0	0%
Total	1	
32. Does your agency have policies in place to protect records and information from internal and external risks?		enita kanananan line asistikan
Alexander of the second of the	Section 1445 Transfer	100%
2 X No 3 X No, pending final approval	0	0%
4 X No, under development 5 X Do not know	 0	0%
Toal	1	

	ed for Release: 2019/01/08 C05117882
33. The Agency Records Officer and the FOIA Officer:	
1 X Are the same person	0 0%
2 X Goordinate closely logether 3 X Work logether sometimes	1 100%
4 X Never work together  Total	0 0%
(100)	
34. Are the Agency Records Officer and the FOIA Officer in the same of	ffice/division within your agency?
a Accept the second of the sec	1 100%
1 X Yes 2 X No	1 100% 0 0%
3 X Do not know 4 X Agency Records Officer and the FOIA Officer are the same person	0 0% 0 0%
Total	1
35. Records needed to respond to a FOIA request are readily accessible	le and located by staff responsible for FOIA:
	The state of the s
1 X Always	0 0%
2 X Most of the time 3 X Same of the time	0 0% 1 1 100%
4 X Never 5 X Do notknow	0 0% 0 0%
Total	1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
36. Staff responsible for FOIA can search for records without contacting	ng others (i.e. program offices):
The Constitution of the Co	Here the later than the property of the second of the seco
2 X Most of the time	0 0%
3 X Some of the time 4 X Never	1 100% 0 0%
5 X Do not know	. 0 . 0%
Total	
${\bf 37.}$ At what point in the FOIA process does your agency inform request	ters of the Office of Government Information Services' (OGIS) dispute resolution services? (Choose all that apply
# A Armer (1915) A STATE OF A STA	
When there is an adverse determination     When notifying the requester that the agency needs more than 10 additional days to process a request	1 100°
3 X When responding to the requester's appeal	0 0%
5 X Do not know	0 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0%
6 X Other, please explain	0%
morphonocoulan (1995) Sallin Hallin Dis Mic Siji Des Estilliniks.	
38. What mode does your agency most often use to release records uno	der FOIA?
Anne de la	
1 X Email	1 100%
2 X Online portal 3 X U.S. mail	0 0% 0 0%
4 · X Other, please explein	0 0%
Total	
39. In 2015, NARA and the Federal Records Management Council introd	luced the Federal RIM Program Maturity Model. Are you familiar with this or other maturity models?
Arthur 1	
1 X Yes	1 100%
2 X No 3 X Comments: (Optional)	0 0% 0 0%
Connocal (Options)	

40. Are you using the Federal RIM Program Maturity Model or other maturity models to measure the maturity of the records management p	orogram?	
** · · · · · · · · · · · · · · · · · ·	and the second s	Company of the Compan
1 X Yes 2 X No. 3 ➤ Comments: (Cellonal)	1	100%
3 X Commente: (Oplond)  Omminde: (Oplond)	V	- p - 4
41. Does your agency use your Records Management Self-Assessment scores to measure the effectiveness of the records management pe	rogram?	
1 XYes		1 100%
2 X No 3 X Do not know		0 0%
4 X Comments (Optional): Please include in your comments how you use the Records Management Self-Assessment.		. 0 . 0%
The state of the s		ALL BURNESS CONTRACTOR
42. Please add any additional comments about your agency for Section II: Oversight and Compliance. (Optional)	Marier S. Romer	Company of the Compan
with the state of		13.4623.123.4
43. Are records and information in your agency managed throughout the lifetycle [creation/capture, classification, maintenance, retention	ion, and disposition] by being p	operly identified, classified using a taxonomy.
Inventoried, and scheduled? (36 CFR 1222.34, 36 CFR 1224.10 and 36 CF		
1 / Yos	1	100%
2 X No 3 √ To some extent	G	0% 0%
4 X Do not know	0	0 <b>%</b>
44. Are records and information in your agency easily retrievable and accessible when needed for agency business? (36 CFR 1220.32(e))		10 may 2
1 Ves, all records are easily retrievable and accessible when needed		0 0%
Wost records can be retrieved and accessed in a timely manner  Some records can be retrieved and accessed in a timely manner		1 100%
4 XNe 5 X De natknew	- :	0 0% 0 0%
, Total		, 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
45. Does your agency disseminate every approved disposition authority (including newly approved records schedules and General Rec		and the state of t
1226,12(a))		
1226.12(a))	Zender der Sterre	
1226.12(a))	ones scriedure tents, o agenc	100% 0%
	The second secon	100%
1	The state of the s	100% 0%
1  \forall vs 2  \times No 3  \times Do not know  Total  46. What method(s) does your agency use? (Choose all that apply)	The state of the s	100X 5% 0%
46. What method(a) does your agency use? (Choose all that apply)	The state of the s	100% 0% 0%
1 Ves 2 Xes 3 X Do not know  Total  46. What method(s) does your agency use? (Choose all that apply)  1 X Post to insernal website or other shared information location 2 X Memorandum or email notification 3 X Update training materials	The state of the s	100% 0% 0% 0%
1  \ \footnote{Vas} 2  \ \times \ No 3  \ \times \ Do not know  Total  46. What method(s) does your agency use? (Choose all that apply)    Total	The state of the s	1 100% 1 100%
1	The state of the s	100% 0% 0% 1 100% 1 100% 1 100% 1 100%
1  \times 2  \times No 3  \times No not know    46. What method(s) does your agency use? (Choose all that apply)  1  \times Post to internal website or other thared information location   2  \times Memorandum or small notification   3  \times Update training materials   4  \times Update training materials   4  \times Update the coords management policies and/or handbooks   5  \times Other, please explain	The state of the s	1 100% 0% 0% 1 100% 1 100% 1 100% 0 0%
46. What method(a) does your agency use? (Choose all that apply)  1 X Post to internal website or other shared information location 2 X Memorandum or email notification 3 X Update training materials 4 X Update records management policies and/or handbooks 5 X Other, please explain	The state of the s	1 100% 0% 0% 1 100% 1 100% 1 100% 0 0%
46. What method(a) does your agency use? (Choose all that apply)  1 × Post is internal website or other shared information location 2 × Memorandum or email noticeation 3 × Update records management policies and/or handbooks 47. Does your agency have a method of continually identifying new and unscrieduled records?	The state of the s	100% 0% 0% 0%
1		100% 0% 0% 1 100% 1 100% 1 100% 0 0%
1		100% 0% 0% 1 100% 1 100% 1 100% 0 0%
Amount of the state of the stat		1 100% 0% 0% 1 100% 1 100% 1 100% 0 0% 0
1		100% 0% 0% 0% 1 100% 1 100% 1 100% 0 0% 0 0%
48. What method(s) does your agency use? (Choose all that apply)  48. What method(s) does your agency use? (Choose all that apply)  1 X Post is internal website or other shared information location 2 X Menocanding or anial notication 3 X Update records management policies and or handbooks 5 X Oner, please explain  47. Does your agency have a method of continually identifying new and unscheduled records?  47. Does your agency have a method of continually identifying new and unscheduled records?  48. Which method(s) does your agency use? (Choose all that apply)  48. Which method(s) does your agency use? (Choose all that apply)  2 X Regular survey 2 X Regular survey 2 X Regular survey 3 X Regular survey 2 X Regular survey 3 X Regular survey 4 X Regular survey 5 X Regular survey 5 X Regular survey 7 X Regular survey 8 X Regular survey 9 X Regular survey 9 X Regular survey 1 X Regular survey 9 X Regular survey 1 X Regular survey 1 X Regular survey		100% 0% 0% 1 100% 1 100% 1 100% 0 0%
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1		100% 0% 0 0% 1 100% 1 100% 1 100% 1 100% 0 0 0% 0 1 100% 1 100% 1 100% 1 100% 1 100% 1 100% 1 100%
40. What method(s) does your agency use? (Choose all that apply)  **Post to liveral wholes or other thank flormation location  X Post to liveral wholes or other thank flormation location  X Memorancium or email colidation  X Update rander material  X Ones your agency have a mothod of continually identifying new and unscheduled records?   47. Ones your agency have a mothod of continually identifying new and unscheduled records?  48. Which method(s) does your agency use? (Choose all that apply)  X Regulate range  X Records mategiated avolutions, alls assessments, or audits of propose offices  X Records mategiated is valuations, alls assessments, or audits of propose offices  X Records mategiated is valuations, alls assessments, or audits of propose offices  X Records mategiated is valuations, alls assessments, or audits of propose offices  X West with Propagate flores in the programs and related records  X West with Propagate flores in the programs and related records  X West with Propagate flores in the programs and related records  X West with Propagate flores in the programs and related records  X West with Propagate flores in the programs and related records  X Records used and accord update of fifther in the programs and related records  X Reposited area and accord update of fifther in records deninges in records  X Particular in design and reference of information systems and role changes in records		100% 0% 0% 0 1 100% 1 100% 1 100% 0 0% 0 0% 1 100% 1
1		100% 0% 0% 0% 1 100% 1 100% 1 100% 0 0% 1 100% 1 100% 1 100% 1 100% 1 100% 1 100% 1 100%

49. Does your agency have permanent records that are 30 years old or older that are located in agency office space, agence 18)		cial records centers? (36 CFR 1235.12(b) and M-12-
	Mileon Colored	100%
1 X Yes (access data to the control of the control	d ::	100% 0% 0%
Total	1	
50. Are you aware of the requirement to formally request permission from NARA to retain permanent records beyond th	at time specified in your agency's NARA-ap	proved records schedules as outlined in 36 CFR
	Server 19 10 10	
1 X Yes 2 X No Total	1	100%
51. Did your agency transfer permanent non-electronic records to NARA during FY 2017? (36 CFR 1235.12)		A Same 1996 SCR Street Brown Car Street To
1 √res 2 XNo	A.A	0 0% 0 0%
3  No - No records were eligible for iransfer during FY 2017 4  No - New agency, records are not yet old enough to transfer		1 100% 0 0%
5 Vinc. My agency does not have any permanent non-electronic records 6 Xi Do not know 7 Xi Other, please explain		0 0% 0 0% 0 0%
Total		1
52. Did your agency transfer permanent electronic records to NARA during FY 2017? (36 CFR 1235.12)		
1		0 0% 0 0%
4   No - No electronic recordskystems were eligible for transfer during FY 2017 5   No - New agency, electronic recordskystems are not old enough to transfer		1 100%
7 X Do notknow 8 X Ofter, please explain		0 0%
S   No - My agency does not have any permanent electronic records  Total  Total		0 0%
Control of the second s	ulla or management of the second of	
53. Does your agency track when its permanent records (regardless of format) are due to be transferred to NARA?		
1 X No.	AND RESIDENCE OF THE PROPERTY	1 100% 0 0%
3 X Do not know 4 X Not applicable, please explain		0 0%
Total		
		The state of the s
54. What method(s) does your agency use to track its permanent records? (Choose all that apply)		
1 X Rely on Federal Records Center notifications 2 X Maintain an inventory		0 0%
3 × Dalebase or other submarted tracking 4 × Menual tracking		1 100% 0 0%
5 X Other, please explain  Draw to the state of the state		0 C*
55. Does your agency conduct, and document for accountability purposes, fraining and/or other briefings as part of the on	-boarding process for senior officials on the	elr records management roles and responsibilities.
55. Does your agency conduct, and document for accountability purposes, training and/or other briefings as part of the on including the appropriate disposition of records and the use of personal and unofficial email		R 1230.10(a & b)j
8 Yes but not documented	Total Control (1986)	1 100% 0 0%
10 X No 11 X Donatkriow	· :	0 0%
12 ✓ Not applicable, please explain Total		0 0%
	Total	And the second s
56. Is the Agency Records Officer and/or Senior Agency Official for Records Management involved in on-boarding briefings	or other processes for newly appointed sen	ior officials? (Not scored)
· XVes	o	0%
2 X No. 3 X De not know	ž ·	100%
Total	° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° °	0%

57	es your aç	gency conduct, and	document for acc	********	oses, exit brie			officials on th FR 1230.16(a	ne appropris & b))	****	n of record	s, including	email, unde	r their imn	iediate con	trol? (36 CFR
			1.6.													100%
2	1.7	ut not documented						· ·			: '		0			0%
4 5	` <b>≫</b> Do not	know přícable, please explain											0 0			0% 0%
	Total												1	1111		
58. Is ti	ne Agency	Records Officer an	d/or Senior Agene	y Official for Re	cords Manager	ment involve	d in exit brief	ings or other	exit clearan	ce processos	for depart	ng semer a	fficials?			
1	## ## ## ## ## ## ## ## ## ## ## ## ##	Yos									0				0%	
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	To	olai		-							1					
<b>5</b> 9. n	oes the ex	kit or separation pro	cess for departing	senior officials	s include recor recor	ds managem ds by those	ent program senior officia	staff or other is 7 (36 CFR 1	designated 222.24(a)(6)	official(s) rev	lewing and	approving	the removal	of persona	il papers a	id coples of
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	Total	***										1				
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60. Dee	s your age	ency store inactive t	emporary and/or	permanent reco	rds in a comme	arcial records	s storage facil	lity?					<b>Man</b> a			
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3	х	( No C Do not know otal	,								0 1				100%	D-12-34-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
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61. Dee	s the facili	ty comply with the	tanderds prescri	ed by 36 CFR 1	12347											
1 2		X Yes X No				, , , , , , , , , , , , , , , , , , , ,			•			0 0		Lijes		0% 0%
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3	To	Do not know							······		0 1				0%	
63. Doe	s the recor	rds center comply v	ith the standards	prescribed by 3	a Carazas	STE SUITE SE										
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3	To	Do notknow						***************************************			1				0%	
62, 65	a your age	ncy store inactive t	emporary and/or (	ermanent recor	rds in an agenc	y records st	aging or holdi	ing area?								
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65. Do	es the stag	ging or holding are:	(s) comply with th	ne standards pro	escribed by 36	CFR 1234.10	36 CFR 1234 CFR 123	.12, and 36 C	FR 125Å 14	' 'It is not re	equired but	encourage	i that stagin	g or holdir	ig areas co	mply with 36
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Approved for Release: 2019/01/08 C05117882 66. Please estimate the volume of inactive temporary records, in cubic feet, that your agency is etoring in a non-NARA storage facility. (A cubic foot is equivalent to one records storage fox.) (b)(3)67. Please estimate the volume of inactive permanent records, in cubic feet, that your agency is storing in a non-NARA storage facility. (A cubic foot is equivalent to one records storage box.) (b)(3)68. Did your agency receive a list of permanent records eligible for transfer in FY 2017? · and the second of the second X Yes X No 0% X Do notknow 100% Annual Programme of the Control of t **≫** No, please explain 0% X Do not know 0% Total Security of the second of the 71. Has your agency incorporated and/or integrated internal controls to ensure the reliability, authenticity, integrity, and usability of agency electronic records maintained in electronic information systems? (36 CFR 1236.10) χNo 0% → Do not know 0% Not applicable, please explain 0% ✓ To some extent 0% desplant pure plant in the state of the stat 72. Does your agency have documented and approved procedures to enable the migration of records and associated metadata to new storage media or formats so that records are retrievable and usable as long as needed to conduct agency business and to meet NARA-approved dispositions? (36 CFR 1236.20(b)(6)) J'Yes 100% × № 0% **X** Do not know 0% 0% V No, pending final approval

73. Are re	cords management staff involved in developing procedures to ensure that records are properly migrated from retired systems? (36 CFR 1235.20(b))	(6))	
1	Xva	1 t	100%
2	×*°	0	0%
3	<b>X</b> Do not know	o	0%
4	X Not applicable, please explain	. 0	0%
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			R 1236.26(a))
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Total		1.:	
	7. 14 de 18 de	January Company of the Company of th	Figure 1
75. Does your agency ensure that records management functionality, including the capture, retrieval, a incorporated into the design, development, and implementation of its electronic information systems? (36 CF	nd retention of records according to agent R 1236.12) *Components of departmental	cy business needs and NARA-app agencies may answer "Yes" if th	proved records schedules, is is is handled by the department.
1	and the second s	e de la composición del composición de la compos	Catality 22 Strain Canalisat Bullian
2 X No, pteese explain		1 0	100%
3 X Donolknow 4 √ Not applicable, please explain Total			0%
To some extent, working to do this for all systems	jangangan jawangan padan : :		HVA I SUPER BURNAN SHAPE
76. Does your agency's records management program staff participate in the design, development, and imple	mentation of new electronic information s	vstonis?	
	ikideehiddista biista ili kaanii akii 2 ista kii in madasa		Table 16 Daniel Carlotte Barrello
1 X fos come extent		0	0% 100%
3 X No. please explain 4 X On not know		0	0% 0%
5 X Not applicable, please explain Told		C	0%
77. Which of these activities does your agency's records management program staff participate in to ensure t	hat records requirements are part of the re	commended solution? (Choose a	all that apply)
		(1948)	
X Participate in review and acceptance of proposals for new systems     X Participate as stakeholder in requirements gathering			0 0% 0 0%
X Participate as stakeholder in design phase  X Participate as stakeholder in development phase including testing the system			0 0% 0 0%
5 X Provide sign off authority for the implementation of new systems			1 100%
7 X Provide information only			1 100% 0 0%
8 X Do not know 9 X Other, please explain			0 0% 0 0%
Description of the state of the			NC (PAI) WHATER SALES SALES
78. Does your agency have documented and approved policies requiring permanent electronic records be ma	naged in an electronic format for eventual	transfer to NARA7	
		10,57	til visit <b>7 te</b> vivitis
1 XYes 2 XNo		O O	0% 0%
1 XYes		0 0 1 0	0%
1 XYes 2 X No 3 X No, under development		issteries 1	0% 0% 100%
1 XYes 2 X No 3 X No, under development 4 X Do not know	onic records?	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0% 0% 100%
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	82. 1	oes your agency ha	ve the ability to search	***************************************	nd electronic record		THE RESIDENCE OF THE PARTY OF T	Access and the second s	nation requests	?	1.0	
X	3	X Yes X No X To some extent									0% 100%	
Note   Section					-							
No.   100	11:X:X	Does your agency ha	ve a digitization strateg	y to reformat permaner	nt records created in	hard copy or other	analog formats	(e.g., microfiche,	microfilm, anal	og video, ar	id analog a	audio)?
ES. Done your system place your and control set second your set of the control set set of the control set of	1	X Yes X No X To some extent X Do not know			Place			1 0 0	in and the second secon		100% 0%	- 14
1	84. 0		anage your web content	as records?								
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So. Web Content management includes: (Choose all that apply)    Society   Content   Co	1 2 3 4 5	X Content is printed and filed X Content is captured manual X Content is automatically ha X Do not know X Other, please explain	lly through periodic web anapshols rvested using specific tools				Par			0 0 0 0 0 1		0% 0% 0%
1   2   Sear-Information of record copy where collare or officing accordance with treatment schedule   1   100%	86. V	Veb content manage	ment includes: (Choose	all that apply)	e Shijida a mara e e Shina	. III.	1					
2	Taccommence		14								***************************************	***************************************
87. Does your agency use cloud services?    1	2 3 4 5 6 7 8 8	Identifying the program office     Records retention scheduling     Preservation of record copy in     Migration of content when we     Maintaining access throughor     Maneging convenience copie     Transfer of permanent web re	responsible for official record copy of web content a accordance with retention schedule bible is updated ut the life-cycle even if removed from t is as duplicates and applying disposit							1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		100% 100% 100% 100% 100% 100%
1		Taranti a									l lea	
1	CFA C	**************************************	a cloud services?									
1   X Email	ì	1 X Yes 2 X No 3 X Do not know					* 2.1EE, SPECIAL S. V.	0	AFOR SHOULD		0%-	
1   X Email	88. F	or what purpose(s) I	s your agency using clo	oud services? (Choose	all that apply)		125	e e e				
2       ★ Administrative functions such as payroll, purchasing, and financial management       1       100%         3       ★ Mission/program-related functions       1       100%         4       ★ Other, please explain       0       0%         5       ★ Do not know       0       0%						\$17.00 P						
	2 3 3 4 3 5 5 3			management						1 1 0	;	100% 100% 0%

89, Are rec	ordkeeping requirements included?			Section 1 Section 1
1	× Yes	Production of the second of th		100%
3	X No X Do not know	0		0%
	Total .	1 .		
90, Is the	records management program and related requirements included in your agency's Information Resource Management Plan or Information as a Strategic Resource)	an equivalent information m	nagement plan? (C	DMB Circular A-130, Managing
and the	is according to the space of the property of the space of		erice of the second	:300 MS/
2	X Yes X No X Do not know			100% 0%
	Total			0%
91. Does yo	ur agency have documented and approved policies and procedures in place to handle email records that have a retention period	l longer than 180 days? (36	SFR 1236,22)	
				anianishes magazin assault s
1 2 3	✓ Yes  ✓ Yes  X No, please explain  X Oa not know	0		100% 0% 0%
	Total	1		
		ACCOUNTS AND		
92. Does y for th	our agency have documented and approved policies and procedures to implement the guidelines for the transfer of permanent • Transfer of Permanent Electronic Records – Appendix A: Tables of File Formats, Section 9 • Email, https://www.archives.gov/re	email records to NARA desc ecords-mgmt/policy/transfer	ribed in NARA 2014 guldance-tables.ht	I-84: Revised Format Guidance ml? (36 CFR 1236.22(e))
		2 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		SC STORESTONE
1 2 3	✓ Yes  X No  X Do not know	. 0		100% 0% 0%
3	Total Total	1		0%
93. Da emp	loyees in your agency have more than one agency-administered email account? (NARA Bulletin 2013-03) * Examples of busines			
ESTATE PROMISE	and internal correspondence Creating accounts for a specific agency initiative which may have multiple users Using separate	accounts to classified littor		itted Information
1 2	X Yos X No	1 0		100% 0%
4	X Do not know Total	0	allowed by the second of the s	0%
	s your agency have documented and approved policies that address these types of accounts and that state that email records n			
	s your agency have documented and approved policies that address these types of accounts and that state that email records it 1236.22)	ust be preserved in an appr	en estado es Estado estado estad	orakeeping system / (30 CFK
	Andre i valkinis adit i se alba idia. Kasellia i i kansas nendilikin and dikes, dasa dinesi kasas i indistri √Yes		1	100%
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5	✓ No, pending final approval  ✓ No, under development  ———————————————————————————————————		0	0% 0%
her the offers had become to success according	Total		1	:
95. Does yo	ur agency allow the use of personal email accounts to conduct official business? (36 CFR 1236.22(b))			
1	X <sup>Yes</sup>	0		0%
3	X No X Do not know Total	0		100% 0%
96. Des preserved in a	e your agency have documented and approved policies that address the use of personal small accounts, whether or not allower n appropriate agency recordkeeping system and and that a complete copy of all enail records created and received by users of of the officer or employee no later than 20 days after the original creation or transmission of the record	d, that state that all emails ci these accounts must be for I? (36 CFR 1236.22(b) and P.	eated and received warded to an officia L. 113-187)	by such accounts must be al electronic messaging account
2	√¹9s × №		c c	0% 
. 4	X Da not know  √ No, pending final approvai		0	0%
	√ No. under developmen!	-	1	100%
97. Does y	our agency's email system(s) retain the intelligent full names on directories or distribution lists to ensure identification of the ser CFR 1236.22(a)(3))	nder and addressee(s) for th	ose email message	s that are Federal records? (36
				222
2	✓ Yes  X No	1 0		100%
3	X Du nal know Total	1	:	0%

98	. What method(s) does your agency employ to capture and manage email records? (Choose all that apply)		
	Answer Bar	Response	
1	💢 Captured and stored in an email archiving system	0	0%
2	X Captured and stored in an electronic records management system	1	100%
3	X Captured and stored as personal storage table (.PST) files	1 1	100%
4	X Print and file	1 1	100%
5	X Not captured and email is managed by the end-user in the native system	1	100%
6	X Other, please be specific	0	0%
	r, pleasy be specific 2000 to the first of the control of the cont		

# # Answer Par Response 1 1 100% Yes 0 0 0% X No 1 1 100% Do not know 0 0 0% Total

				1.276
	Answer Answer			
1	X Annually		0	0%
2	<b>★</b> Bi-annually		0	0%
3	X Once every 3 years		0	0%
4	<b>X</b> Ad hoc		0	0%
5	<b>X</b> Do not know	# # #	0	0%
	Total		. 0	

260	★ GRS 6.1: Email Managed under a Capstone Approach			A	1	1		1009
	X Agency-specific schedule		:			. 0		0%
	★ Combination of agency-specific schedule and GRS 6.1					0		0%
	★ Email retention has not been scheduled					0		0%
	<b>★</b> Do not know					0		0%
	X Other, please explain					0		0%
~~	Total			MARKET CO. C.	or folders service and services	1	annual management of the	annesen en folisier (

102.	ls your agency able	e to access email from	n departed emplo	yees in a usable	format?	Selection (III)	San
171	Answer		(40)	una e		Response	7 (17) <b>17</b>
1	🗶 Yes					1	100%
2	X No					Ö .	0%
3	X Do not know					0	0%
4	➤ Do not know ➤ To some extent					0	0%
	Total		: -	C-100		1	
I							

1					
1	and work that the company of the co				
2	X Yes X No	1		100%	
3	X De not know	0		0%	
4	X To some extent	1		0%	
104. Can y	pur agency transfer permanent email records to the National Archives in accordance with agency records schedules or General Records Sched	lules and NARA re	gulations and guid	ance?	
1	X.s.:	P species		100%	31
2	×No.	0		0%	
3	X De not know  X To some extent	0		0%	
	Total	1			
105 ls vali	r agency able to decrypt permanent email records before they are accessioned by NARA?	4. 44.6			
	An Arriva D. D. Brandell and Geller and Arriva Market Brande And Andrews (Andrews Andrews Andrews Andrews Andre				
1	tes dispersion of the property of the propert	0		0%	
.2	X No X Do not know	1 0		100%	
	Total	1			
	ture annual bounts a sugarized accordence to the distriction of strongs and adjusted by the seconds of the first out mass area. While mass a		Sydficial of the service		
	your agency have an approved records schedule covering electronic messages including text messages, chat/instant messages, voice messa that meet the definition of a Federal record?			media took or appi	
	·····································				
	X Yes XNo	1 0		100% 0%	
3	X Do not know X No, pending final approval	c c		0% 0%	
5	X No, under development	c		0%	
107. Doe	e your agency have documented and approved policies and procedures in place to manage electronic messages including text messages, cha	t/instant message	s, voice messages.	and messages crea	ded in
SEE CHELINA	social media tools or applications?	ini i illigitaren 1			
1	X <sub>Act</sub>	1	tion to the second	100%	
2	X No X Do not know	0		2% 0%	
4	X Other, please explain	0		0%	-
	X No, pending final approvel X No, under development	0		0% 0%	
	Total	1			
10.0		***************************************			
108. Please	add any additional comments about your agency for Section IV: Electronic Records. (Optional)				
108 Please	add any additional comments about your agency for Section IV: Electronic Records. (Optional)				
			KARING GEORGIA		
	add any additional comments about your agency for Section IV: Electronic Records. (Optional)  be records management program have a dedicated budget?				
to kuma 109. Doest	he records management program have a dedicated budget?				
	he records management program have a dedicated budget?			100% 0%	
109. Daes t	be records management program have a dedicated budget?	1 0 0 0 1			
109. Does t	be records management program have a dedicated budget?	0		0%	
109. Does t	be records management program have a dedicated budget?	0		0%	
109. Does t	he records management program have a dedicated budget?  X Yes X No X Do not know Total  report actual obligations for records management purposes incurred in FY 2017 for each of the	0		0%	
109. Ocest  1 2 3	he records management program have a dedicated budget?  X Yes X No X Do not know  Total  report actual obligations for records management purposes incurred in FY 2017 for each of the	0		0%	75.
109. Does t  1 2 3  110. Please 1 X Rec 2 X Does 3 X Peel	he records management program have a dedicated budget?  A to   X You  X No  X Oo not know  Total  report actual obligations for records management purposes incurred in FY 2017 for each of the  ses enter dollar amount (without the 3 sign); not not to answer	0	0	0% 0%	10%
109. Ocest  1 2 3  110. Ploses 1 X Plei 2 X Cou 3 X Prei 4 X Not	he records management program have a dedicated budget?  X Yes X No X Do not know Total  ***  ***  ***  ***  ***  ***  ***	0	0	0% 0%	1%
109. Ocest  1 2 3  110. Ploses 1 X Plei 2 X Cou 3 X Prei 4 X Not	he records management program have a dedicated budget?  A to   X You  X No  X Oo not know  Total  report actual obligations for records management purposes incurred in FY 2017 for each of the  ses enter dollar amount (without the 3 sign); not not to answer	0	1 6	0% 0%	10%
1109. Does t  1 2 3  110. Ploser  1 X Plet 2 X Dot 3 X Pret 4 X Not Total	he records management program have a dedicated budget?  X Yes X No X Do not know Total  report actual obligations for records management purposes incurred in FY 2017 for each of the  see enter dollar amount (without the \$ sign): not know her not be anner applicable, all records management staff are contractors	0	1 6	0% 0%	10%
1109. Does t  1 2 3  110. Ploser  1 X Plet 2 X Dot 3 X Pret 4 X Not Total	he records management program have a dedicated budget?  X Yes X No X Do not know Total  ***  ***  ***  ***  ***  ***  ***	0	1 6	0% 0%	10%
110. Please  1	he records management program have a dedicated budget?  X Yes X No X Do not know Total  report actual obligations for records management purposes incurred in FY 2017 for each of the  as enter dollar amount (without the 3 sign); not how her not to answer applicable, all records management staff are contractors  de Storrage Contracts and Inter-Agency Agreements (paper and analog formats);  assessment dollar amount (without the 5 sign);	0	0	0% 0%	9% 10% 19%
110 P   Cart	he records management program have a dedicated budget?  A set   X Yes   X No   X Do not know   Total    report actual obligations for records management purposes incurred in PY 2017 for each of the    set enter dollar amount (without the \$ sign): not know   In not to answer   applicable, all records management \$AF are contractors  de Storage Contracts and Inter-Agency Agreements (paper and analog formats):	0	0 1 0 0	0% 0%	5% 1074 5% 5790
110. Please  1	he records management program have a decleated budget?   Yes  X No  X No  X Do not know  Total  report actual obligations for records management purposes incurred in PY 2017 for each of the  see enter collar amount (without the \$ sign): not however not to answer  applicable, all records management staff are contractors  de Storage Contracts and Inter-Agency Agreements (paper and analog formats):  des reter dotte answer (without the \$ sign): not show where not be answer.	0	0 1	0% 0% 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5% 1074 5%

## 112. Records Management IT Systems and Electronic Records Storage:

1	X Please enter dollar amount (without the \$ sign):		0	0%
2	★ Do not know ★ Prefer not to answer		0	0%
3	X Prefer not to answer	-	1	100%
	Total		1	
	se enter dollar amount (without the \$ sign):			

# 113. Travel and Transportation for records management purposes:

#4. 1	Answer:  Please enter dollar amount (without the \$ sign):	F.e.s	ponse	0%
2	★ Do not know ★ Prefer not to answer		0	0%
3	X Prefer not to answer		1	100%
	Total		1	
Telles	se enter dollar amount (without the \$ sign) :		i i gaza qu'on que	in the second se

# 114. Records Management Training:

1	➤ Please enter dollar amount (without the \$ sign):		a a sa	alestrolla egic en <b>L</b> acit	0	0%
2	★ Do not know ★ Prefer not to answer	3			0	0%
3	X Prefer not to answer	BZ#EII EPAURAFDURA		alau iki ku ka karan ili ka M	1	100%
******************	Total	energe (traditional de la company trade de la company trade de la company trade de la company trade de la comp	-		1	

## 115. Other:

			and the second	i de la companya de	e.,		i da	dicion.	
1	X Please enter dollar amount (without the \$ sign):						0		0%
2	<b>★</b> Do not know						0		0%
3	X Prefer not to answer	MILES RESTRICT	iliana managasian			interna	1		100%
4	X Not applicable						0		0%
5	Please enter additional category here: (Please be specific)						0		0%

Approved for Release: 2019/01/08 C05117882 116. Comments: (Optional) 117. How many full-time equivalents (FTE) are in your agency/organization? X 500,000 or more FTEs 0 0% X 100,000 - 499,999 FTEs 0 0% X 10,000 − 99,999 FTEs 0% X 1,000 − 9,999 FTEs 0 0% X 100 - 999 FTEs 0% X 1 − 99 FTEs 0 0% X Not Available 100% Total 118. What other staff, offices, or program areas did you consult when you completed this self-assessment? (Choose all that apply) X Senior Agency Official X Office of the General Counsel 0 0% X Program Managers 0 0% X FOIA Officer 100% X Information Technology staff 0% X Records Liaison Officers or similar 0% X Administrative staff o 0% X Other, please be specific: 0 0% X None 0% 119. How much time did it take you to gather the information to complete this self-assessment? 🗶 Under 3 hours 0 0% X More than 3 hours but less than 6 hours 0 0% More than 6 hours but less than 10 hours 0 0% X Over 10 hours 100% 120. Did your agency's senior management review and concur with your responses to the 2017 Records Management Self-Assessment? ¥ Yes 0 0% X № 2 100% 🗙 Do not know Total 121. Please provide your contact information.

National Reconnaissance Office (NRO)

Approved for Release: 2019/01/08 C05117882 122. Are you the Agency Records Officer? All Sales of the S X Yes 0% 2 ₩ No 100% Total 123. Please provide the Agency Records Officer's contact information. Market Company of the (b)(3)124. Do you have any suggestions for improving the Records Management Self-Assessment next year? The your reference, the NRC is covered under 10 U.S.C. 424 which stales. (a) Exemption From Disclosure. - Except as required by the President or as provided in subsection (c), no provision of law shall be construed to require the disclosure of -(1) the organization or any function of an organization of the Department of Defense named in subsection (b) or (2) the number of persons employed by or assigned or detailed to any such organization or the name, official like, occupational series, grides, or askip of any such persons. This section applies to the following organizations of the Department of Defense; (1) The Defense intalligence Agency, (2) The National Recommissionate Offices, (3) The Na 125. Q\_URL The state of the s E/7SID=SV\_3KSUMglxyn44UgB&Q\_DL=0Vd0peWUYw4JCdf\_3KSUMglxyn>tUgB\_MLRP\_bkmmlKO8nsBDMTX&Q\_CHL=email&Q\_JFE=0 New Control of the Co 127. Score 

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