		Arraye			 		51				J. S. Carlo							
1		Ye:	s											1		i	100%	
2		No												0			0%	
3		No	, unaware of these cl	hanges										0		Ì	0%	
4		Un	der development											0			0%	
5		Do	not know											0			0%	
6		. Oth	ner, please explain	:						 				0			0%	
		Total	la l		 			i			:1.	 • •		1				
	e la c	e Apjo	in 🖽 🖟	alan Val					Tree les grands						, nel			

6. Has yo	ur agency's records	management program estal	olished strategic goal	s and objectives?		
	Answer			- 20-75 - 1-15	en e	Server Landschaff in the constant
7	Yes				1	100%
8	No				0	0%
9	To some extent				0	0%
10	Do not know				." 0	0%
	Total				1	

7.	Does t	he leadership and i	management of your agenc	y recognize records	and information mana	agement as a priority	enelika, 198	
	į.	115 (25.4)		Marchael Empley Services	252,00	Respons	Č es	ES STANDARD STANDARD
	1	Yes				1	TO THE TAX PERSON OF THE PERSO	100%
	2	No				0.0		0%
	3	To some extent				0		0%
	4	Do not know			***************************************	0		0%
		; Total	· · · · · · · · · · · · · · · · · · ·	1 de la composição de la c	<u></u>			

8. 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))

	Auswer		84		Response	
1	Yes				1	 100%
2	No 3				0	0%
3	Do not know				0	0%
4	Not applicable, please explain		-		0	0%
	Total	nta t			1	
Not assistable	Ne. please explain	441696			ar.	
		AND SECURITION OF THE PROPERTY	ATTACAMAN CALONIA TARAMAN			Bud could be a first

9. Does your agency have internal records management training*, based on agency policies and directives, for employees assigned records management responsibilities? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency or use of the Federal Records Officer Network (FRON) RM 101 course.

1	Answer 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			1	10	00%
2	No Transfer of the second of t			0	0)%
3	Do not know			0	0)%
4	Not applicable, please explain		 	· • • • • • • • • • • • • • • • • • • •	4 4 4)%
	Total			1		
Not reside and				TANK S.		

10. Has your agency developed internal, staff-wide, formal training*, based on agency policies and directives, which helps agency employees and contractors fulfill their recordkeeping responsibilities? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency or use of the Federal Records Officer Network (FRON) RM 101 course.

	Amount To the State of the Stat	S Par		Response	The state of the s
1	Yes			1	100%
2	No			· · · · · · · · · · · · ·	0%
3	Do not know			0	0%
4	Not applicable, please explain			0	0%
	Total		······································	1	
Not applicat	lo, ple sau explain				A CONTRACTOR OF THE PARTY OF TH

11. Has your agency developed internal, staff-wide, formal training*, based on agency policies and directives, on the retention and management of records created and maintained in electronic formats? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency.

	Answer	NAME OF THE PARTY.	Haraday est	in the second	Response	
2	Yes No				0 1 1 1 1 1	100% 0%
3	Do not know Not applicable, please explain				0	0% 0%
	Total	nner er eggengen von der group de gegen er gegen er en en en gegen de en	1997 Subblig Souther Guide Charles Control Subsequent Charles Control Subsequent Charles Charl		1 :	
Not applica	Mo, please explain					

12. Has your agency developed internal, sta	ff-wide, formal training*, based on	agency policies and directives, on t	he retention and management of
records created through electronic communication			
mobile device applications? (36 CFR 1220.34(f)	*Includes NARA's records mana	gement training workshops that wer	e customized specifically for your
	agency.	Barria Maria Calabara Arminia	

1	Yes			ACCEPTANCE OF STREET	Response	100%
. 2	No					0%
3	Do not know				0	0%
5	Not applicable, please explain	 •		er er de en en en de de lange en la détendance podre d'évales de la des de la des de la des de la des de la de	0	0%
	Total				1, 1, 1, 1	
Not applicat	de oleane Avoien	1100				

13. Does your agency require that all senior and appointed officials, including those incoming and newly promoted, receive training on the importance of appropriately managing records under their immediate control? (36 CFR 1220.34(f))

#	Answer G 5 The British British	in the second	Respones (1)	The second secon
1	Yes ************************************		1	100%
2	No Company of the Com		0	0%
3	Do not know		0	0%
	Total		1	

14. Is the records management training described in questions 9 through 13 mandatory?

# Answer	34. Est	a la disease	anista de la compansión d		178.2
1 Yes				1	100%
2 To Some Extent				0	0%
3 No				0	0%
4 Do not know				0	0%
Not applicable, agency has not developed internal records management training				0	0%
Total				1	

15. Which staff members are required to complete the records management training described in questions 9 through 13? (Choose all that apply)

	norect.			
2	Agency employees		1 100	.%
3	Contractors		1 100	%
4	Senior officials		1 100	.%
5	Employees assigned records management responsibilities	Managaran da Managar	1 100	%
6	Do notknow		0 0%	6

16. Is records management training included in the new hire in-processing for new employees in your agency?

Answer Apswer	660	Security and Charles	and the latest the lat	ACCOMMISSION OF THE STREET	
1 Yes		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1 10	00%
2 No No				0	0%
3 Do not know				0 . 0	0%
4 Not applicable, agency has not developed internal records management training	1 T			0 0	J%
Total				1	

17. Please add any additional comments about your agency for Section I: Program Activities. (Optional)

Text Response

18. In addition to your agency's esta	ablished records management pol	licies and records schedules, ha	s your agency's records manag	ement program
developed and implemented internal				
approved records schedules? (36 CFR 1				
example, NARA's Federal	Records Centers) or other organiz	ations should not be considered	when responding to this quest	ion.

	Franklij fil fall Hapity (1986)	Later Control					
1	Yes			arrantiista/mir	1		100%
2	No				· . · . · o		0%
3	Do not know		÷		0		0%
4	Not applicable, please explain		* *	 5.04	. 0		0%
	Total				, 1	e de la companya de l	4 4 4
t of the second	in object a exception						

19. Please select the control activities your agency performs to ensure that all eligible permanent records in all media are transferred to NARA. (Choose all that apply)

1	Regular briefings and other meetings with records creators	A CONTRACTOR OF THE CONTRACTOR	1	100%
2	Approval process for transfer notices from Federal Records Centers		0	0%
3	Monitoring and testing of file plans		1	100%
4	Regular review of records inventories		1 .	100%
5	Internal tracking database of permanent record authorities and dates		1	100%
6	Other, please explain		0	0%

20. 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 (for example, NARA's Federal Records Centers) or other organizations should not be considered when responding to this question.

	Arrayet	Ber 1		
1	Yes		1	100%
2	No		0	0%
3	Do not know		0	0%
4	Not applicable, please explain		0	0%
	Total .		1	
	ble, pleasa explain			process and the

21. Please select the control activities your agency performs to ensure that Federal records are not destroyed before the end of their retention period. (Choose all that apply)

	Regular review of records inventories	Billionia de Santonia de Carta de Cart	1	100
	Approval process for disposal notices from off-site storage		14	100
	Require certificates of destruction		0	0%
	Monitoring shredding services		0	09
	Performance testing for email		0	0
	Monitoring and testing of file plans		1	10
:	Pre-authorization from records management program before records are destroyed		1	100
	Ad hoc monitoring of trash and recycle bins		0	0
	Notification from facilities staff when large trash bins or removal of boxes are requested		0	0
	Annual records clean out activities sponsored and monitored by records management staff		. 1	10
	Other, please explain		0	0

22. Does your records mana	igement staff have oversight ov	er records created at the highe	est levels of your agency (i.e. l	those of Agency Heads and
appropriate advisors, and execu				
	trans	ferred to NARA? (36 CFR 1220)		Commission of the Commission o

1	Answer Yes	Bar —		e de la companya de l	100%
2	No			0	0%
3	Other, please explain			0	0%
	Total			1	
Ciser please	exclain		rista M		

23. 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 1 Yes	12 JE 1	1,24, 3,43 T. (2)	: Response	100%
2 No 3 Do not know			0, 3 3 3 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	0%
4 Not applicable, please explain Total			1 1	0%
Not applicable, please explain				

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

14 Annual VIII 19 19 19 19 19 19 19 19 19 19 19 19 19	NESTRO PETERSON SULLANDO	Response	
1 Every 1 - 2 years		1	100%
1 Every 1 - 2 years 2 Every 3 - 4 years		0	0%
3 Every 5 years		0	0%
4 More than every 5 years		0	0%
5 Do not know		0	0%
7 Not applicable, agency does not evaluate its records management program		0 '	0%
Total		 1	
nt neurofra (;			

72	. Was a written report prepared as part of the most recent insp	ection/audit/review?			
	Answer			esponse	
1	Yes			1	100%
2	No No			0 .	0%
3	Do not know			0	0%
5	Not applicable, agency does not evaluate its records management program			0	0%
	Total			1	

. Do your agency's evaluation procedures include creating plans	hicada ismikub Celed		
Answer	10	STATE OF THE STATE	Response
Yes			1 100
No			0 09
Do not know			0 09
Not applicable, agency does not evaluate its records management program			0 - 17 - 1 00
Total			1

27. Ha	s your agency established performance goals for	its records management	program?	a file and a file	alian di Maria di Salah di Sa Salah di Salah di Sa	
	TO CONTRACT TO SERVICE AND SER					
1	Answer Yes				1	100%
2	No .				. 1 o	0%
3	Currently under development	:			0	0%
4	Do not know	:			0 .	0%
5	Not applicable, please explain	»»»««««««««««»»»»»»»»»»»»«««««««««««««	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		0	0%
	Total				1	
Maranasa	ble, please nypinin	i de la calacteria	all in	THE ST	2.74	

28. Please describe your agency's records manage	ement program's performance goals.	
To a Response All NRO Staff and Contractors Trained, Issue Email policy reflecting Capstone appro		

29. Please describe the progress your agency has ma	de towards identifying performat frame for completion in your re	nce goals for its records manag marks.	ement program. Include the time
at Rosponse			

30. Has your agency's records management program identified performance measures for records management activities such as training, records scheduling, permanent records transfers, etc.?

	Answer	Bar .			Call Department of the
1	Yes			1	100%
2	No			0	0%
3	Currently under development			o	0%
4	Currently under development Do not know			0	0%
5	Not applicable, please explain	i		0	0%
	Total			1	
Not toolice	de, please existin		ali e		A TO

31.	Which of these input measures do you collect to monitor your records management program's performance? (Choose all that	apply)	
	Answer Percentage of george scheduled	Response	
2	Percentage of records scheduled Percentage of staff trained in records management	1	100% 100%
3	Percentage of offices evaluated/inspected for records management compliance	0	0%

Percentage of staff trained in records management
Percentage of offices evaluated/inspected for records management compliance

Percentage of email management auto-classification rates

Development of new records management training modules

Audits of internal systems

Annual updates of file plans

Performance testing for email applications to ensure records are captured

Do not know

Other, please explain

32. Please describe the progress your agency has mad	e towards identifying performance measures for frame for completion in your remarks.	r its records management program. Include the time
Text Response		

			Approved	d for Relea	se: 2019/0	01/08 C0	511788	0				
33, 1	Does your agency's	records manageme permanei	ent program hav nt records in all t	e documente formats must	d and approv be managed	ved policie I and store	s and proc d? (36 CF)	edures th R 1222.34	at instruc e))	t staff on	how your	agency's
1 2 3	Answer Yes No Do not know	en e		Ber				1 0 0			100% 0% 0%	
	Total		1					, 1	7.75			
34, н	as your agency iden	tified the vital reco	ords of all its pro	gram and ad	ministrative .	areas? (36	OFR 1228	6	en e sur pala			
1	Yes		All plants 75 to 18 and 18						Total 1	SHIII		100%
3 4	No Do not know Not applicable, please ex	olain				the fight of the first of the f			0 0 0			0% 0% 0%
Not applica	able, plaase explain	Anna anna anna anna anna anna anna anna	era ing mengebagai ka	1		Harris II	i tsessi i		į			
35. H	ow often does your:	agency review and	update its vital	records inve	ntory? (36 CF	R 1223.14		11				
1 2	Annually Every 2 - 3 years		2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1	And					0 1		07 07 100	
3 4 5	Every 4 - 6 years Never Do not know Total						1 1		0		0% 0%	6
36. ls	your vital records p	lan part of the Cor	atinuity of Opera	tions (COOP)	loar2					1,22,314,15		
	Anome: Yes											
2	No Do not knew							0		· · · · · · · · · · · · · · · · · · ·	100% 0% 0%	3
	Total							1			<u></u>	. <u>Yeb</u>
DANIE DELEGRANICE ESTA	ease add any additio	onal comments ab	out your agency	ior Section I	l: Oversight a	and Compl	ance (Op	iona) 📲				
for Francis			National Control of the Control of t		300				endedki ni			2004
38. W	hen was the last tim	e your agency sub	mitted a records	s schedule to	the National	Archives?	7.7					
1 2 3	FY 2013 - 2015 FY 2010 - 2012 FY 2007 - 2009					**************************************		•	Marking at 1 0 0			00% 00% 0%
7	FY 2006 or earlier Do not know, please expla Total	ain			· · · · · · · · · · · · · · · · · · ·		······································		0 0 1		1000	0% 0%
	w please explain		494 J	S. S. Berger	4.				i di			27 (23.) Marie
39. Ha	as your agency ever	submitted a recor	ds schedule for :	approval usir	ng the Electro	onic Recor	ds Archive	s (ERA)?	e de la companya de La companya de la co			erativas ar Kanikas ar
1	Answer Yes			(Seon,)	100	e i sag sa like	ng panganésa	0			74 0%	eri saran e
. 2	No Be not know							1			100%	

40. Dos	es your agency dissemina	te every approved disposi	tion authority (includir	ig newly approved re	cords schedules and	General Records Schedule
		items) to agency staf	within six months of a	approval / (Jo CFR 1/	(26.12(a))	
	Factoria	77			Resonate	
1	Yes				1	100%
2	No				0	0%
3	Do not know				0	0%
	Total				1	

	Yes					0		0%
	No			Programme Services		0	3 · .	0%
	No - No records were eligible for transfer during 2015					1		100%
	No - New agency, records are not yet old enough to transfer					0		0%
	Do not know					0		0%
	Other, please explain					0		0%
	No - My agency does not have any permanent non-electronic records	s			:	0	:	0%
To	otal	-				1		

	Answer	Respons	
	Yes	0	0%
	\sim No. 1. Spin \sim 1. The second \sim 1. The se	. 0	0%
1	No - No electronic records/systems were eligible for transfer during FY 2015	1	100%
100	No - New agency, electronic records/systems are not old enough to transfer	0	0%
-	Do not know	0	0%
- 1	Other, please explain	o	0%
1	No - My agency does not have any permanent electronic records	0	0%
	Total	1	

43. Were	the permanent	electronic records	s transferred dur	ing FY 2015 using	the Electronic R	ecords Arcf	ives (ERA	?	1405	
	Ages weer	- Me at		E B						Trace of
1	Yes							0	in the second	0%
3	Do not know							0 , p		0%
	Total					· por propingo no communicación co-		0		

44. Does your agency have a method for estimating the volume in bytes of permanent electronic	records currently being maintained	by your agen	cy?
Answer	H est	Response	
1 Yes		0	0%
2 No		1	100%
3 Do not know		o	0%
4 Not applicable, my agency does not have any permanent electronic records		0	0%
Total		1	***************************************
	han' a managani at an angkama ana ana ana ana ana ana ana ana ana		

45. When will these permanent electronic records be eligible for transfer to NARA? (Choose all that apply)

	FY 2016				0	0%
	FY 2017				0	0%
	FY 2018				0	0%
	FY 2019				0	09
	FY 2020				0	09
	After FY 2020				- 1914	100
	Do not know, please explain				0	09
1	Not applicable, my agency does not have any permanent electronic records				0	0%

46. Does your agency track when its permanent records (regardless of format) are due to be transferred to NARA?

1	Answer Yes	Bagan Pan			90890 1	100%
2	No.				o i	0%
3	Do not know				0	0%
4	Not applicable, please explain	:		·	0, 44	0%
	Total		S.		1	Andrew v. vinera missima.
[
	ALL CANDON PRIMARY			100	7,774	est ortes a subject

47. What methods does your agency use to track its permanent records? (Choose all that apply)

1	Rely on Federal Records Center notifications	0	0%
2	Maintain an inventory	0	0%
3	Database or other automated tracking	1	100%
4	Manual tracking	.0	0%
5	Other, please explain	0	0%

48. Does your agency store inactive temporary and/or permanent records in a commercial records storage facility?

7	į	nswer	11.	Bar -/	Res	ponse	Section With Edition
1		Yes				0	0%
2		No				1 .	100%
3		Do not know				0	0%
	- 1	otal			·	1	

49. Does the facility comply with the standards prescri	ibed by 36 CFR 1234?	Te and the second sec		T 1875	
# Aretwee	Bur 7	No. 100 and 100	Trans.	Figure 1	
1 Yes			0		0%
2 No	- 		0		0%
3 Do not know			0	:	0%
Total			0		
war and a committee of the committee of					

50. Do	es your agency store inactive te	mporary and/or permanent record areas and tempo	s in an agency records cer rary holding areas.)	nter? (Note: This do	es NOT include agency staging
1	Applica Transport Yes	H. 12 T. A. Ber. 1977	Tuporune i pri Politico II cino	Kesponis 1	100%
2	Na Do not know			0	0%
3	Total			1	

51. Does the	e records center comply	with the standards prescribed by 36 CFR 1234?	and the same			
	ntiwer	Ber			1.75	
1	Yes			1	100%	
2	. No			0	 0%	
3	Do not know			0	0%	
То	rial _			1		

52. Dos	es your agency	tore inactive temporary and/or permanent records in an agency record	is staging or holding are	a?	
		Ber 1	Resease		of the second
4	Yes		0		0%
5	No		1		100%
6	Do not know		0		0%
	Total		. 1.		

33. D	oes the staging or notain	g area(s) comply with the hol	ding areas comply	ped by 36 CFR 1 with 36 CFR 12:	4	is not reci	meu ot		usiginii e
							•		
4	Yes	and the second s					0		0%
5	No						0		0%
6	Do not know						0	:	0%
	Total						0		

54,	. Does your agency	provide exit briefing	s for senior of	ficials on the : control? (36 C	appropriate FR 1230.10	disposit (a & b))	ion of the	records, incl	uding email, un	ler their imn	nediate
	Answer	en (j. 1874). 1881 - Santon Maria (j. 1881).	et en et		Sar					SCIPE STATE OF THE STATE O	
1	Yes								1		100%
2	No .								0 .		0%
3	Do not know								0		0%
4	Not applicable, please e	kplain							0		0%
	Total	(((,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	***************************************		······································				1		
	and the second second	All traces of the depth Sel	2			4.1.1.10.4.4		and the second field	A CALL	100	

55. V	Vho is involved in the exit briefings	? (Choose al	l that app	ly)		1			
#	Answer						Respo	## #	
1	Agency Records Officer						0		0%
2	Senior Agency Official for Records Management						0		0%
3	Chief Information Officer						0		0%
4	Other, please explain						1		100%
Otto de	are oxplain								
Records Li	aison Officers								

56.	Are the exit briefings documented for purposes of accountability?			alian san
	Answer	an a		
1	Yes		1	100%
2	No .		0	0%
3	Do not know		0	0%
4	Not applicable, agency does not provide exit briefings for senior officials		0	0%
	Total		1	

	A TABLE		entralis (New Yorks)	į,		
1	Yes				1	100%
2	No, please explain				0	0%
3	Do not know				0	0%
	Total	· · · · · · · · · · · · · · · · · · ·			1	

58. Please add any additional comments about your agency for Section III: Records Disposition. (Optional)	,
Text Response	

59. Has your agency incorporated and/or integrated internal controls to ensure the reliability, authenticity, integrity, and usability of ageing records maintained in electronic information systems? (36 CFR 1236.10)	
The state of the s	
Response Bar Response	
1 Yes 1	100%
2 No	0%
3 Do not know	0%
4 Not applicable, please explain	0%
Total 1	4.
Not annicable, clease explain	350 3512

· · · · · · · · · · · · · · · · · · ·	1
60. Does your agency have documented and approved procedures to enable the migration of records and associated metadata to new storage media or	l
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))	-
Self Answer Answ	
	å

	Aringer		Response	1 (166) P. S
1	Yes		1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		 1	

61. Ar	e records management staff involved in de	eveloping procedures to ensu	ure that records are prop	perly migrated fro	m retired systen	ns?	
	Auswer		Eur.	128 (1874) 128 (1874)	Response	gerhau;	
1	Yes				0	0%	
2	No Take				1	100%	
3	Do not know				0	0%	
4	Not applicable, please explain				0	0%	
	Total				1		
Not applicat	ble, please explain	us list in the second	*				

62. г	loes your agency maintain an inventory of electronic info NARA dispos	rmation systems that indicates whe ition authority? (36 CFR 1236.26(a))	ther or not each system is covere	ed by an approved
i i i i i i i i i i i i i i i i i i i	Answer	Bar Market II	Response in the second	*
2	Yes No, please explain			0% 100%
3	Do not know Total		1	0%
to elections Inventory doesn	iale I't contain that information			

63 busii	. Does your agency ensure that records less needs and NARA-approved records		ding the capture, retrie ne design, developmer R 1236.12)	val, and retention o it, and implemental	of records accordion of its electron	ding to agency onic information
	Answer		(Saj		Control of the Contro	
1	Yes				0	0%
2	No, please explain				1	100%
3	Do not know				0	0%
4	Not applicable, please explain				0	0%
	Total				1	
Currently w	explain	Not applicab	lle tweeters to be a second			Tan Billian kan di Tan Billian kan di

ii.	AMAZ	47 13	Page 1	and the second second	Ruspense	Helicological Com
1	Yes				0	0%
2	To Some Extent				1	100%
3	No, please explain				0	0%
ŧ	Do not know				0	0%
6	Not applicable, please explain				0	0%
••••••••	Total	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			1	

65. WI	nich of these activities does	your agency's records recomm	management prograr nended solution? (Ch	n staff participa oose all that ap	te in to ensur ply)	e that records i	equirements	are part of the	
1 Partie	cipale in review and acceptance of proposal	S for new systems			Sar				
2 Partic	cipate in review and acceptance of proposal cipate as stakeholder in requirements gather cipate as stakeholder in design phase							0%	
5 Provi	cipate as stakeholder in development phase ide sign off authority for the implementation of itor system for adherence to standards, polici	f new systems						0%	
8 Don	ide information only ot know r, please explain						(
Cifu) please o		Participate as a voting member of the	California IT Architecture Board. Ad hoc par	ticipation on standards l	poards such as the Me	etadata Committee.	- or a Mean of Services	Managaran Santa	
	s your agency have docume						retention ne	iod longer than	
			180 days? (36 CFR	1236.22)					
1 2	Yes No, please explain			1967.2 (1988)		Response 1 0		100% 0%	
3	Do not know Total					0 1		0%	
	ain	ing and the state of the state	mentalis and a part of the				. distrib		
67. Does NARA	your agency have documer described in NARA 2014-04: Section !	ited and approved polic Appendix A, Revised F) - Email (http://www.ar	ormat Guidance for t	he Transfer of F	ermanent Ele	ctronic Record	of permanent s – Tables of	email records to File Formats	
	Annwith a second state of the second	Santa Para Albahan tan di Makabatan Araba	Bar						
2 3	Yes No Do not know					. 1 1 0		0% 100% 0%	
	Total		:			1			
68. Do er	nployees in your agency ha	ve more than one agen	cy-administered emai	account? (NA	RA Bulletin 20	13.02)	Andreas de la Carleira de la Carleir		
1 2	Yes No					1		100%	
3	Do not know Total			: :		1 :		0%	
69. Does	s your agency have docume		cies that address the				il records mu	ist be preserved	
12.1	Answer Yes		Sar - All Sar		-:			24 C	
2 - 3	No Do not know					0	:	100% 0% 0%	
	Total			:		1			
	your agency allow the use o	of personal email accou	ints to conduct officia	I business? (36	CFR 1236 22	(b))			
1 2	Yes No					0		0% 100%	
3	Do not know Total					1		0%	

71. Does your agency have documented and approved policies that address the use of personal email accounts that state	that all emails created and
received by such accounts must be preserved in an appropriate agency recordkeeping system and that a complete copy of	II email records created and
received by users of these accounts must be forwarded to an official electronic messaging account of the officer or employee	no later than 20 days after the
original creation or transmission of the record? (36 CFR 1236.22(b) and P.L. 113-187)	

		14.62					- PARTAIN	
1	Yes					0	 0%	٦
2	No					0	0%	
3	Do not know		ļ			0	0%	
	Total				***************************************	0		***

72. Does your agency's email system(s) retain the intelligent full names on directories or distribution lists to ensure identification of the sender and addressee(s) for those email messages that are Federal records? (36 CFR 1236.22(a)(3))

		。 「「「」」 「 Response」 「 Bar 」 「 「	a Maria de Araba de A Maria de Araba de Arab
1	Yes	新新型的经济的基本企业,不是是一个企业,不是是一个企业,不是是一个企业,不是是一个企业,不是是一个企业,不是是一个企业,不是是一个企业,不是一个企业,不是一个企业,不是	100%
2	No		0%
3	Do not know	0	0%
	Total	.1	
I		The other is a control of the contro	

73. What method(s) does your agency employ to capture and manage email records? (Choose all that apply)

Print and file		1	100%
Captured and stored as .PST		1	100%
Captured and stored in an electronic records management system		0	0%
Captured and stored in an email archiving system		Ø	0%
Not captured and email is managed by the end-user in the native system		1	100%
Other, please be specific		0	- 0%

74. Does your agency audit staff compliance with the agency's email preservation policies?

		Artsvir		1477.254.03	C.			
8	1	Yes) Market 1	0	0%	.39432338
	2	No				1	100%	
	3	Do not kr	now			0	0%	
-		Total		-	and the second s	1		
					i			

75. Who audits staff compliance with the agency's email preservation policies? (Choose all that apply)

1 .	Inspector Geni	ral	######################################	 		0	0%
2	Chief Informati					0	0%
3	Agency Recon	s Officer				0	0%
4	Other, please	xplain				0	0%
5	Do not know					0	0%

76. How often does your agency audit staff compliance with the agency's email preservation policies?

	Answer 1				e.				e.
1	Every 6 months	Approximation (Monte Collans)	w(ControlOT) and any	•			0		0%
2	Every year						. 0		0%
3	Every 2 years						0		0%
4	Less frequently than every 2 years						0	1,51	0%
5	Do nat know						0		0%
6	Not applicable, agency does not audit staff compliance						1	244	100%
	Total			 -			-1		

77. C	oes your agend	y plan to ad	opt the "Capsto	ne" approach to m Approach to	nanaging email Managing Ema	records as specif all Records?	ied in NARA E	Bulletin 2013-02, Gu	idance on a New
1	Anavorus Yes	5 800			E ₃₅	en en gazagas de			3-18-18-18-18-18-18-18-18-18-18-18-18-18-
2	No, please explain Do not know							0 80 80 80 80 80 80 80 80 80 80 80 80 80	0%
	. Total							1	
	HARI								difficulting the second second

Yes						0	0%
No, please explain			11			1	100
Do not know						0	0%
1	ng to use GRS 6.1; Email Managed Under a C					0	0%
Total				 	THE PERSON NAMED OF THE PE	1	

79.	. Does your agenc	y have documented and appr chat/instant messages, voic	oved policies and proce	dures in place to man	age electronic	c messages includ	ing: text messages,
		chavinstant messages, voic	e messages, and messag	jes ereated ii sociai i		applications?	
	Anewer	erana za a kanalangan	er e e	alla salas al secondo de la composición de la composición de la composición de la composición de la composición Esta composición de la composición de	4	Y Foxygonse	markedel 2008
1	Yes		########			1	100%
. 2	No					0	0%
3	Do not know					0	0%
4	Other, please explain					0	0%
	Total					1	
100	ië explair	to the second of					

80. p	Does your agency l	nave an approv	ed records sche	dule covering electi	ronic messages includin	g: text messages, chat/in definition of a Federal re	stant messages, voice
	message	s, and messag	es created in so	lai media tools or a	pplications that meet the	definition of a Federal r	
							4290
	Leading the second second	e de la companya de	i de la companya de	And Inches		14 SE S	
1	Yes					0	0%
2	No					1	100%
3	Do not know					0	0%
72.77	Total					1	

	es your agency create an	····							e de la composição de l		
4.0	A CONTRACTOR OF THE PARTY OF TH					S.		Rest	Sie e		12.0
1	Descriptive metadata				, M			1			100%
2	Structural metadata				***			1			100%
3	Administrative metadata							1			100%
4	Rights management metadata				XX			1			100%
5	Preservation metadata				**			1			100%
6	Not applicable, please explain				7			0			0%
7	Do not know							0			0%
8	Other, please explain							. 0			0%
		•		 					Market and American Co.		
e nepelicati	e plante replain		44				ale consequence			4.	

82.	Does	your agency mainl	tain metadata	a for permane	nt records	in a rec	ords ma	nagement or	other app	lication?			nedera o	5,600	
		年 作	1 2 Section 2.5			**	Xer			a gilan er die				Taril.	
1		Yes									1			100%	
3		No Do not know									0			0%	
4		Other, please explain									0	***************************************		0%	
	Т	otal .								· · · · · · · · · · · · · · · · · · ·	1				
Officer	please ex	plan		i - Ji					146.8						

83. Doe	es your agency ma	intain metadata for perr	nanent records suffic	ient to unders	tand, maintain	and provide :	access to th	e records?	A STATE OF THE STA
1	Yes						1		100%
2	No			1			0		0%
3	Do not know						0		0%
4	Other, please explain						0		0%
	Total		CONTRACTOR OF THE CONTRACTOR O	***************************************			1		u di Seria
			and the second second second						
			A place of the self-less	À		14.7			and the second
									!

84. Please add any ad	dditional comments about your agency for Section	on IV: Electronic Records. (Optional)	
Text capping (4-72)			12 12 12 12 12 12 12 12 12 12 12 12 12 1

85. Does your agency have an SAO for Records Management? (If you are a component of a Department, you may answer yes, even if this is not being done at the component level.)

	Anewer	Ba-	Response	
1	Yes		1	100%
2	No			0%
3	Do not know		0	0%
	Total		1	

86. Does your agency records officer meet regularly (four or more times a year) with the SAO for Records Management to discuss the agency records management program goals?

	Answer	Transfer Communication		4.74.12 5 3.895
1	Yes		1	100%
2	No		3	0%
3	Do not know	:)	0%
**************************************	Total		1	

87. Is your agency actively working with NARA appraisal staff to schedule all unscheduled paper and other non-electronic records by December 31, 2016?

#. Answer	10 minutes (10 minutes) (10 minutes)	Response	
1 Yes		1	100%
2 No		0	0%
3 Do not know		0	0%
4 Not applicable, all paper and other non-electronic records have been scheduled		Ø	0%
Total		1	

Does	your agency have a method of continually identifying new and unscheduled recor	ds?	
	Antwar Ber	Revipores 151	and the fact of the second
1	Yes	Tradicional de la company de la company Il	100%
2	No	• • • • • • • • • • • • • • • • • • •	0%
3	Do not know	0	0%
	Total	1	

89	Wh:	at methods d	oes your ag	ency use to					01/08 C0)511788	30		er i raper			
	l review	of office file plans	s e figur (sleft) 4 (sc.)	· # 3 - 3 - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4 -					1537.5						12	
90	Has	your agency	identified a	ny addition	al unsched	luled reco	ords that ha	ave not air	eady been r	eported to	o NARA?					
	1	Angraig Yes						4.			0				0%	
	2	No Do not know									. 1 0				100%	
		Total			-	·					1					:
91	l. Ple	ease send to i	mselfasses	sment@na	ra gov by J PA /Tha si	anuary 29	, 2016, an	updated s	preadsheet	containin Navamb	g only the	newly ide	ntified u	nsched	uled re	cords ths
			questio	nnaire. Ple:	ase email r	nselfasso	ssment@r	ara.gov if	you did no	receive i	ror need a	nother or	le.)			
	1	A trivers				Se			je ji, c		Ecologic O			g.	0%	
	. 2	Not Sent Total							, s 1		0				0%	

11274	Doe	s your agenc	Viuse cloud	services?					### E	Į.			Maria Arres A reconduct			
	1	Yes								1.0	1		Kilde d		100%	
	3	No Do not know									o 0				0%	
		Total									1					
Œ	Fat	What purpos	e(s) is your	agency usi	ng cloud se	arvicas? (Choose all	that apply		- 25	ana ang katalan ang katala Ng katalan ang				100 S	المحادث الماما
	Answ	F #								Clar			6.4	Passons		
2	Em: Adn	ail ninistrative functions	such as payroll, pu	rchasing, and fin	ancial manageme	ent								1		100%
3 4	Oth	sion/program-related er, please explain	functions								eri eri			1 0		100%
5		not know												0		0%
94.	Are	recordkeepir	g requirem	ents includ	ed?				L. 2.16							
	1	Yes					ā ₄ r				1				100%	
	2	No Do not know									. 0				0%	-
	÷ .	Total	······································						:		1					
	95. v	Vill your agen	cy use the r	iew Record	s and Infor	mation M	anagemen °	t Series, 0 015?	308, (job se	ries) relea	sed by the	Office of	Personr	el Mana	ageme	nfáin e s
				szaisésájá												
1 2	Yes No						and the second	.	•					0		0% 0%
3		nat know												0		0%

4 Not applicable, my agency does not use the General Schedule (GS) job classifications

Total

96. V	Thy will your agency NOT be using the ne	w job series?	90. 2010/0			ere i til i sa		Line
To the second	orae		- 1. 2	Part Section 2	. 19 - 20 - 19 - 19 - 19 - 19 - 19 - 19 - 19 - 1		MA TO	
	97. In 2015, NARA and the Federal Rec mgm	ords Council introduced ti //prmd.html). Are you famil				p://www.archi	res.gov/reco	rds-
	Anawer	Market Commence				for control	la de la companya de	
4 5	Yes No					0		100%
6	Comments: (Optional)					0	**	0%
	: (Optional)		, de la companya de	each Louis (1245)	ian Grand Angel (Angelo)	or 64 (12 ³) = 84 (12 ³)		ASA MEL
98. A	re you using the Federal RIM Program Ma	turity Model or other matu	rity models to	measure the m	aturity of the I	ecords manag	ement progr	am?
	Asswor	jakan Mga katangan			li.	Compense	9,500	surren es
1 2	Yes No					0 1	Total Park Control	100%
3	Comments: (Optional)					0		0%
	: (Ortichali	a de sa arreghantes e que e		etada en		in the second		and the second second
99, n	oes your agency use your RMSA scores t	o measure the effectivenes	s of the reco	rds managemen	t program?	=486 an 1647 ************************************		L ining
ž Ass	war				2.5		Posicos	all r
	es Io						0	0%
	o not know						1/1/7 0	100%
4 C	omments: (Optional) - Please include in your comments how you	use the RMSA, if applicable					0	0%
Comment	: (Optional) - Please include in your communis how you use th	RMSA Franklistic			- 6			
100.	How many full-time equivalents (FTE) are	in your agency/organizatio	n? (Choose	one)		11004		
	Answer		C-1	512		a a company		
1	500,000 or more FTEs	Market Harris Market				0		0%
2	100,000 – 499,999 FTEs		.1			0		0%
3	10,000 – 99,999 FTEs 1,000 – 9,999 FTEs					0		0%
5	100 – 999 FTEs					0		0%
6	1-99 FTEs					0		0%
7	Not Available		No. of the second			1		100%
	Total			-		1 %		
		STANDARDAR MINISTER DUKU BARGUNURAN SANDONIN SANDAR SAND						
101.	What other staff, offices, or program area	s did you consult when yo	u completed (his self-assessn	nent? (Choose	all that apply	The State of	
	Answer The State of the State o			\$ 1475.9		W.		1
1	Senior Agency Official					0		0%
3	Office of the General Counsel Program Managers					0		0%
4	Information Technology staff					. 0		0%
5	Records Liaison Officers or similar					0		0%
6	Administrative staff					0		0%
7	Other (please be specific)					0		0%
8	None					1		100%
	se be epacific)				i e e Kris	S S Line Line	100	

102. How much time did it take you to gather the information	n to complete this self-a			ANTONIO IL CONTROLLO DE LA CONT
Answer	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	Bar	Respons	e z
1 Less than 3 hours 2 More than 3 hours but less than 6 hours			0	0%
2 More than 3 hours but less than 6 hours 3 More than 6 hours but less than 10 hours			0	0%
4 More than 10 hours			1	100%
Total			-1	
103. Did your agency's senior management review and con	cur wifh your responses	to the 2015 Records Ma	nagement Self-Assessn	nent?
Auswe				
1 Yes	Carte Constitution of the		O	0%
2 No 3 Do not know			1	100%
Total			1	
104. Please provide your contact information.				
Namer Agency Bureau of Office Joh Yisk National Reconnaissance Office		de Van delikus — seesaan eelikus as isti	Enal Acciess	Phone Number (b)(
				`\ ``
105. Are you the Agency Records Officer?				
# Asswer: 8ar	To the Statement with the second	Response	- De ace establishe alue.	
1 Yes		0		0%
2 No		1		100%
Total		1		
106. Please provide the name of your Agency Records Office	er.		and the property of the second se	
Text Response				
I FACCA SEPTIME		etarijakti sekil kapulmirentarisakti kumi	an in the state of the second	(þ)(
107. Records Officer's Email Address:				
Text Response	Pour company and the	A PARTIES		
				(b)(
108. Records Officer's Phone Number:		Talenta Sara	z (a) događaje se postave.	
		AN DE CAMERO CONTRACTOR DE	431-14-15-15-15-15-15-15-15-15-15-15-15-15-15-	1
Text Response				(b)(3
109. Do you have any suggestions on improving the Record	ls Management Self-Ass	essment next year?	and the second s	
Tox Response			The state of the s	
Provide longer lead time to allow for coordination across the organization, briefing to senior mana; personnel information: exemption for specified intelligence agencies (a) EXEMPTION FROM DISC (1) the organization or any function of an organization of the Department of Defense named in sub	LOSUREExcept as required by the	President or as provided in subsection	(c), no provision of law shall be cons	trued to require the disclosure of—
grade, or salary of any such person. Please redact the appropriate information prior to release,				
110. Q_URL				
Valid				Total
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	111. SSID	100 mg 100 m 100 mg 100 mg				
V	alue (1997)	Andrew Control	andres (1885) 12	Total		

Statistic 27 Mean Score		Value) * 10.00
Score Standard Deviation		0.00
Weighted Mean of Items		0.80
Weighted Standard Deviation of Items		1.29
Items		109.00