Last Modified: 04/21/2017

3. Klow long hits this person been responsible for coordinating and overseeing the implementation of the records management program?    2 3 3 3 3 3 3 3 3 3 4 1 3 4 5 3 4 5 4 5 4 5 4 5 6 6 7 1	Initi	ial Report										Last Mo	odified: 04/21/2017	i -
A construction of a construction of a construction of a construction of the construction of a con	1	. Is there a person	ı İn your agenc	y who is respor	isible for coor	rdinating an CFR 122	d overseeing 20.34(a))	y the implem	nentation o	f the recor	ds manag	ement pro	ogram? (36	
Image: Second		1 √Yes 2 XNo 3 X Da not know	· 2. ✓						C	0			0%	
(b) (     (c) (c) (c) (c) (c) (c) (c) (c) (c)	2.	Please provide the	e person's nam	ne, position title	, and office.	Assessed as					<b>J</b> 22007	<u> Bas</u> ti		
A state of the second		Response			See not	le al the end of the	SUTVØy						(	(b)(3
X have prevere the second management december of the second management for the second management december of the second management decemb	<u>8</u> ,	How long has this	, person been r	responsible for (	coordinating a	and oversee	ing the impl	ementation e	of the reco	rds manag	iement pro	ogram?		
Analysis     Ves     Ves		1     X 5 or more year       2     X 3 to 4 years       3     X 1 to 2 years       4     X Less than a year				Bar				0			0%	
1       Vros       1       100%         2       Vis, panding final approval       0       0%         3       Vis, under development       0       0%         4       Noi       0       0%         5       X Do not know       0       0%         7 oral       1       0       0%         5       X Do not know       0       0%         7 oral       1       1       000%         6       When was your agency's directive(s) last reviewed and/or revised to ensure it includes all new records management policy issuances and guidance?         1       / Yr2012-2015       0       0%         2       / Yr2012-2015       0       0%         3       / Xo to towe       0       0%         7       X Mo towe       0       0%         7       X Mo towe       0       0%         7       X Mot splinding, agency does not have a notwork of designated employees within each program and administrative area who are assigned records management facetive       0         5       X No       0       0%       0         6       Does your agency have a notwork of designated employees within each program and administrative area satigned records teamagement facetide       0       0%	4.	Does your agency	/ have a docum	nented and appr	roved records	managemei	nt directive(:	s)? (36 CFR	1220.34(c))					l
Animation of the second o		1 ✓ Yes 2 ✓ No, pending final 3 ✓ No, under develo 4 ¥ No 5 ¥ Do not know								C	0		0% 0% 0%	Amount from the first second
1 <ul> <li>FY 2016 - present</li> <li>FY 2014 - 2015</li> <li>FY 2012 - 2013</li> <li>FY 2012 - 2013</li> <li>FY 2012 - 2013</li> <li>FY 2011 or earlier</li> <li>O</li> <li>O%</li> <li>O</li> <li>O</li></ul>	5,	When was your ag	gency's directiv	ve(s) last review	ed and/or revi	ised to ensu	ire it include	s all new red	cords mana	agement p	olicy issu:	ances and	l guidance?	Å
7       XNotapplicable, agency does not have a records management directive       0       0%         Total       1       1         6. 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))         *       Answelf       Colspan="2">Colspan="2"         Colspan="2">Colspan="2"       Colspan="2"       Colspan="2"       Colspan="2"       Colspan="2"       Colspan="2"       Colspa	1 2 3	<ul> <li>✓ FY 2016 - present</li> <li>✓ FY 2014 - 2015</li> <li>✓ FY 2012 - 2013</li> </ul>						tion of the second seco					0% 0%	
responsibilities? These individuals are often called Records Liaison Officers (RLOs) though their titles may vary. (36 CFR 1220,34(d))         #       Andwer       Response         #       Andwer       Response         #       Andwer       1       100%         2       No       0       0%         3       Do not know       0       0%         4       V tapplicable, agency has less than 100 employees       0       0%         5       V hot applicable, Departmental Records Officer - this is done at the component level       0       0%		X Not applicable, agency (	does not have a record	Is management directive				**************************************	11 x y y			0		
1     ✓ Yes     1     100%       2     × No     0     0%       3     × Do not know     0     0%       4     ✓ Not applicable, agency has less than 100 employees     0     0%       5     ✓ Not applicable, Departmental Records Officer - this is done at the component level     0     0%	6	. Does your agen responsibili	cy have a netw ties? These inc	rork of designat dividuals are oft	ed employees en called Rec	within each ords Liaison	i program ar n Officers (R	id administr LOs) though	ative area v n their titles	who are as s may vary	signed re . (36 CFR	cords mai 1220.34(d	nagement ))	
3     X Do not know     0     0%       4     V Not applicable, agency has less than 100 employees     0     0%       5     V Not applicable, Departmental Records Officer - this is done at the component level     0     0%	ی 1 2	🗸 Yes				erati a se	<u></u>	1 1 1	BUZZE			1	100%	
	4 5	X Do not know ✓ Not applicable, agency h			onentlevel							0	0% 0% 0%	·····

7. 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 an agency customized version of the Federal Records Officer Network (FRON) RM 101 course. 8ar . 44 🖌 Yes 100% 1 1 X No 2 0 0% No, pending final approval 3 0 0% .4 No. under development 0 0% X Do not know 5 0 ۵% 6 🖌 Not applicable, please explain 0% 0 Total

# ot applicable, please explant

8. Has your agency developed mandatory internal, staff-wide, formal training\*, based on agency policy and directives, which helps agency employees and contractors fulfill their recordkeeping responsibilities and covers records in all formats, including email, text messages, chat, or other electronic communication messaging applications or platforms such as social media or mobile device applications?\*\* (36 CFR 1220.34(f)) \*Includes NARA's records management training workshops that were customized specifically for your agency or use of an agency customized version of the Federal Records Officer Network (FRON) RM 101 course. \*\*Components of departmental agencies may answer "Yes" if this is handled by the department. Department Records Officers may answer "Yes" if this is handled at the component level.

	Answer	Ban	Reeponen	
1	Ves		1	100%
2	× No.		0	0%
3	Vo, pending final approval		0	0%
4	Vo, under development		0	0%
5	X Do not know		0	0%
	Total		1	

# 9. 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))

	Answor	Conception, de la conception	Bar	fier file	oonse	
1	🖌 Yes			l i	1	100%
2	× No				0	0%
	🗙 Do not know			:	0	0%
	Total				1	

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

	Answer	Bur	Response	
1	X Yes		1	100%
2	XNo		0	0%
3	X No, pending final approval		0	0%
4	X No, under development		0	0%
5	X Do nat know		0	0%
	Total		1	

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

Tesi Response

12. In addition to your agency's established records management policies and records schedules, has your agency's records management program developed and implemented internal controls to ensure that all eligible, permanent agency records in all media are transferred to NARA according to approved records schedules? (36 CFR 1222.26(e)) \*\* These controls must be internal to your agency. Reliance on information from external agencies (e.g., NARA's Federal Records Centers) or other organizations should not be considered when responding to this question. \* Examples of records management internal controls include but are not limited to: • Regular briefings and other meetings with records creators • Approval process for handling transfer notices from Federal Records Centers • Monitoring and testing of file plans • Regular review of records inventories • Internal tracking database of permanent record authorities and dates

<b>1</b>		Answer		Bar	Response	
1		VYes	1	<u> A CARACTER E C</u>	1	100%
2		X No			0	0%
3	۱. J.	🖌 No, pending final approval			0	0%
4		🖌 No, pending final approval			0	0%
5		🗙 Do not know			0	0%
		Total			1	· · · · · · · · · · · · · · · · · · ·

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

www.constanting		Response	<u> </u>
1 ,	🖌 Yes	1	100%
2	X No	0	0%
3 1	🖌 No, pending final approval	0	0%
4 1	✓ No, pending final approval ✓ No, under development X Do not know	0	0%
5	X Do not know	0	0%
	Total	 . 1	

14. 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.

	Answor	er alle se alle series	atalis anaras	Response and standards	
1				1	100%
2	X No, please explain X Do not know			0	0%
3	X Do not know			0	0%
	Total			1	
Naplana	plain				

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

41	Answer		Response	
1	V Every 1 - 2 years		<b>a</b> 1	100%
2	✓ Every 3 - 4 years		0	0%
3	🖌 Every 5 years		0	0%
4	X More than every 5 years		0	0%
5	X Do not know		0	0%
7	X Not applicable, agency does not evaluate its records management program		0	0%
			1	
			1	

16 Mars - formed weither

		A	Marine and a second	i an		TRADE OF	and the second secon
		1. See 1. See 1.	a star	OF Y	se staller sinalism.	KOSIKO	rise Va
1	1 X Yes					1	100%
2	2 🗙 No					0	0%
3	3 X Do not know					0	0%
5	5 X Not applicable, agency does not evaluate its records manage	ment program				0	0%
	Total					1	

#### 17. Do your agency's evaluation procedures include creating plans of corrective action that are monitored for implementation? Bar Annexer X Yes 100% 1 2 🗙 No 0 0% 0 0% 3 🗙 Do not know O 🗙 Not applicable, agency does not evaluate its records management program 0% 4 1 Tota

18. Has your agency established performance goals for its records management program? \*Examples of performance goals include but are not limited to:

 Identifying and scheduling all paper and non-electronic records by the end of FY 2017 • Developing computer-based records management training modules by the end of FY 2017 • Planning and piloting an electronic records management solution for email by the end of FY 2017 • Updating records management policies by the end of the year • Conducting records management evaluations of at least one program area each quarter

11 a. (. ).	Answer	Bar Bar	Кезролке	
1	🖌 Yes		1	100%
2	×No		0	0%
3	V Currently under development		0	0%
4	🗶 Do not know		0	0%
	Total		1	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -
	nonen nonen nonen erietzetzetzetzetzetzetzetzetzetzetzetzetze			

19. Has your agency's records management program identified performance measures for records management activities such as training, records scheduling, permanent records transfers, etc.? \*Examples of performance measures include but are not limited to: • Percentage of agency employees that receive records management training in a year • A reduction in the volume of inactive records stored in office space • Percentage of eligible permanent records transferred to NARA in a year • A reduction in the volume of inactive records stored in office space • Percentage of eligible permanent records transferred to NARA in a year • Percentage of records scheduled • 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

12	Answer	Bar	L	Response	
1	Ves			1	100%
2	×No ()			0	0%
3	Currently under development			0	0%
4	X Do not know			0	0%
	Total			1	

# 20. Does your agency's records management program have documented and approved policies and procedures that instruct staff on how your agency's permanent records in all formats must be managed and stored? (36 CFR 1222.34(e))

	Answer	EN 2	Response	
1	Ves		1	100%
2	XNO		0	0%
3	✔ No, pending final approval		0	0%
4	<ul> <li>✓ No, pending final approval</li> <li>✓ No, under development</li> </ul>		0	0%
5	X Do not know		0	0%
	Total		1	·

1       ✓ Annustry         2       ✓ Encyl - System         3       ✓ Encyl - System         5       X Insure         5       X Encyl - System         1       X Encyl - System         1       X Total         2       X Total         2       X Total         3       X Total         4       X Total         5       X Total         4       X Total         5       X Total         6       X Total         7       X Total         7       X Total         7       X Total         1       X Total         1       X Total <th>ie</th> <th></th>	ie	
Yes     Y		A CONTRACTOR
2       X No       0         3       X Donations       0         1       Toys       1         2       How often does your agency review and update its vital records inventory? (SE CFR 1223.14))       1         1       ✓ Annaly       1         2       ✓ Every 2- Start       1         3       ✓ Every 2- Start       1         4       ✓ Every 2- Start       1         5       ✓ Donative       1         5       ✓ Donative       1         6       × Your       1         7       ✓ Every 2- Start       1         2       ✓ Every 2- Start       1         3       ✓ Donative       0         4       Your       0         3       ✓ Donative       0         4       ✓ Town       0         5       Your       0         7 Town       1       1         4       Does your agency identify and analyze internal and external risks to records and information?         1       X Town extern       0         2       Xre       0         3       X To me extern       0         4       X Do records forecords formation informat		
3     ¥ Denothnew     0       Total     1       2     How often does your agency review and update its vital records inventory? (36 CFR 1223.14)       1     ✓ Annels?       2     ✓ Sery2-3 years       3     ✓ Every4-4 years       4     X liver       5     X brew       6     X liver       7     Total		100%
2. How often does your agency review and update its vital records inventory? (36 CFR 1223.14)		0%
Annualy     Journaly	· · · · · · · · · · · · · · · · · · ·	
1 / Anualy 2 / Emry 2-3 years 3 / Emry 2-3 years 4 X Newr 5 X Do not know Total  1 Syour vitial records plan part of the Continuity of Operations (COOP) plan?  2 / Yes 1 1 2 X No 0 0 3 X Do not know 0 0 1 Coal  1 Coal  2 Does your agency identify and analyze internal and external risks to records and information?  2 An to a sum of the context agency is a place to protect records and information from internal and external risks?  2 X No 3 X To some extent 4 X Does your agency have policities in place to protect records and information from internal and external risks?  2 An to a same proval  3 X No 3 X No 3 X No 5 Does your agency have policities in place to protect records and information from internal and external risks?  4 An the same proval  3 X No 5 X No		
Amounty  Amounty Amounty  Amounty Amounty  Amounty  Total  Amounty  Total  Amounty  Amounty  Amounty  Total  Amounty  Amounty  Amounty  Amounty  Total  Amounty  td></td> <td></td>		
3 √ Ferry 4- 6 years 4 X New 4 5 X Donotation Total 1 √ Ves 2 X No	sponse di stationes O	0%
X Nover     X Nover     X Nover     X Nover     X Tool      X Tool      X Tool      X So not know      Tool      X No       1	100%	
5       X Denothnow         Total       3. Is your vital records plan part of the Continuity of Operations (COOP) plan?         4. Arguing       1         2       X No         3       X Denothnow         0       0         1       X No         2       X No         3       X Denothnow         0       0         1       X Does your agency identify and analyze internal and external risks to records and information?         4       X Toome sount         5       X Toome sount         6       X Do and know         7       X No         7       X No         7       X No         8       X Do and know         1       X Yes         2       X No         3       X No pending final approval         4       X No pending final approval         5       X Do and know         7       X No be same serion         X Now wesh other words Of	0	0%
3. Is your vital records plan part of the Continuity of Operations (COOP) plan?         4. Array       Car         1       Ves         2       No         3       X Denotrow         0       Total         4. Does your agency identify and analyze internal and external risks to records and information?         4. Does your agency identify and analyze internal and external risks to records and information?         4. X Post agency identify and analyze internal and external risks to records and information?         2       X No         3       X To sme shert         4       X Does your agency have policies in place to protect records and information from internal and external risks?         7       Array         1       X Yes         2       X No         3       X to sme shert         4       X Do controw         5. Does your agency have policies in place to protect records and information from internal and external risks?         7       Array         1       X No.         2       X No         3       X to perding final approval         4       X No under dewichment         5       X no meter dewichment         5       X no meter dewichment         5       X no m	0	0%
Advance     Ves     Ves     Total     Ves     Ves	<b>1</b> (1) (2) (2) (2)	
Answer		
1       Viss       1         2       X No       0         3       X Do not know       0         Total       1       1         4. Does your agency identify and analyze internal and external risks to records and information?       1         Answer       1       Yes         1       X Yes       1         2       X No       1         3       X To some extent       1         4       X Do not know       1         5       Does your agency have policies in place to protect records and information from internal and external risks?         Answer       1         1       X Yes         2       X No         3       X To some extent         4       X Do not know         7       1         5       Does your agency have policies in place to protect records and information from internal and external risks?         Answer       1         1       X Yes         2       X No.         3       Xo. pending final approval         4       X No. bending final approval         5       Xo not know         6       Cordinate doesly togother         X Are the same person		
2       X No       0         3       X Do not know       0         Total       1         4.       Does your agency identify and analyze internal and external risks to records and information?         4.       Does your agency identify and analyze internal and external risks to records and information?         4.       Does your agency identify and analyze internal and external risks to records and information?         4.       X Yes         2       X No         3       X To some extent         4       X Do not know         Total       1         5.       Does your agency have policies in place to protect records and information from internal and external risks?         2       X No         3       X No, ponding final approval         4       X No, ponding final approval         5.       X Do not know         7.       Total         6.       X Are the same parson         7.       X Are the same parson         7.       X Are the same parson         7.       X Kow ext obser but ud onet work together         7. </td <td>1. A</td> <td>% 100%</td>	1. A	% 100%
Total       1         4. Does your agency identify and analyze internal and external risks to records and information?         1       X Yes         2       X No         3       X To some extent         4. X Do not know       Co         Total       Co         5. Does your agency have policies in place to protect records and information from internal and external risks?         Antwell       F         1       X Yes         2       X No         5. Does your agency have policies in place to protect records and information from internal and external risks?         Antwell       F         1       X Yes         2       X No         3       X No pending inal approval         4       X No, bending final approval         4       X No at how         5       X Do not know         6. The Agency Records Officer and the FOIA Officer:         4       X how the ame person         2       X Koow each other but do not work together         3       X Koow each other but do not work together		.0%
4. Does your agency identify and analyze internal and external risks to records and information?     Arriver     Arriver     X Yes     X To some subent     Constraint     Constraint     X Yes     X To some subent     Constraint     X Yes		0%
4     Addition     Part		
Answer     Bar       1     X Yes       2     X No       3     X No, pending final approval       4     X No, under development       5     X Do not know       Total     Total	-	0%
Antiwer     Bar       1     X Yes       2     X No       3     X No. pending final approval       4     X No, under development       5     X Do nat know       Total     Total		
1     X Yes       2     X No       3     X No, pending final approval       4     X No, under development       5     X Do not know       Total	Кезропье	and the second
<ul> <li>3 X No, pending final approval</li> <li>4 X No, under development</li> <li>5 X Do nat know</li> <li>Total</li> </ul> 6. The Agency Records Officer and the FOIA Officer: <ul> <li>6. The Agency Records Officer and the FOIA Officer:</li> <li>6. Answer</li> <li>7. Answer</li> <li>8 ar</li> <li>8 Ar</li> <li>9 X Are the same person</li> <li>2 X Coordinate closely together.</li> <li>3 X Know each other but do not work together</li> <li>7. Total</li> </ul>	1	100%
<ul> <li>4 X No, under development</li> <li>5 X Do not know</li> <li>Total</li> </ul> 6. The Agency Records Officer and the FO/A Officer: 6. Answer 7. Answer 8. Coordinate closely together. 7. Coordinate closely together. 7. Know each other but do not work together 7. Total	0	0%
Total         6. The Agency Records Officer and the FOIA Officer:         Answer       Bar         Average       Bar         1       X Are the same person         2       X Coordinate closely together         3       X Know each other but do not work together         Total       Total	0	0%
S. The Agency Records Officer and the FOIA Officer:         Answer       Bar         X Are the same person         X Coordinate closely together         X Know each other but do not work together         X Know each other but do not work together         Total	0	0%
Artework X Are the same person X Coordinate closely together X Know each other but do not work together Total	1	
Average Bar X Are the same person X Coordinate closely together X Know each other but do not work together Total		
X Are the same person         X Coordinate closely together         X Know each other but do not work together         Total		
X Coordinate closely together     Automatic closely together       X Know each other but do not work together     Image: Coordinate closely together       Total     Image: Coordinate closely together	Respons	
Know each other but do not work together      Total	0	0% 1D0%
	0	0%
	1	
7. Please provide the FOIA Officer's name, position title, and contact information.		
t Response		

22. The FOACHError and the theoretic beneficial to reasoning to FOAC equipable of the Hindra scale and where a barrier to the Hindra Scale and Hindra Hindra Hindra Hindra Hindra	Ар	proved for Release: 2019/	01/08 C05117881		
1     X 1-W 0.0 Trially 5- tany     4.00     4.00     1       22. Does your agency used antiverse or other hechoology to proceeds of all or dependence responses and response for the response of the trial	28. The FOIA Officer can find records needed to			a number betwe	en 1 and 5, with 1 being with
1     X 1-W 0.0 Trially 5- tany     4.00     4.00     1       22. Does your agency used antiverse or other hechoology to proceeds of all or dependence responses and response for the response of the trial	Answet	Min Value	Average Value	Stangerd Dev	alion Responses
Key and the set of the set o		4.00 4.00	4.00	0.00	1
1     X Yes     0     0%       2     X No     0     0%       3     X To some same:     0     0%       4     X Donot know     0     0%       30     Planske fligt the software sor other teabnology used by your agency to process, unack, do-duptifieds responsive responsive responsive records, relater responsive responsive records, relater responsive records, relater records, and responsite       30     Planske fligt the software sor other teabnology used by your agency to process, unack, do-duptifieds responsive records, relater records, software some software software responsive records, relater records, software responsive records, relater records, software responses       31     Do PO/A programs throughtout your agency have standard operating procedures for the software responses?       4     X No       5     X To some some       2     X No       32     Northware software responses?	29. Does your agency use software or other ter		uplicate responsive re	ecords, redact rec	ords, and respond to FOIA
1     X Yes     0     0%       2     X No     0     0%       3     X To some same:     0     0%       4     X Donot know     0     0%       30     Planske fligt the software sor other teabnology used by your agency to process, unack, do-duptifieds responsive responsive responsive records, relater responsive responsive records, relater responsive records, relater records, and responsite       30     Planske fligt the software sor other teabnology used by your agency to process, unack, do-duptifieds responsive records, relater records, software some software software responsive records, relater records, software responsive records, relater records, software responses       31     Do PO/A programs throughtout your agency have standard operating procedures for the software responses?       4     X No       5     X To some some       2     X No       32     Northware software responses?	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -				2-10-10-10-10-10-10-10-10-10-10-10-10-10-
3     XTo states about     9     95       4     XDo states     0     95       1000000000000000000000000000000000000			rilli fille de la constant d'Ar References	1. No. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	
4     X Dorodinave     0     PS       Total       30. Philase list the softwares or other lockmology used by your agency to processe, track, de-duplicate respondive records, reduct records, and respond to POIA requests.       State respondent to POIA requests.       State respondent to POIA requests.       Total POIA Programs throughtout your agency have standard operating procedures for for antipelitor, and response?       Total Point Colspan= Structure Point					
30. Please list the software or other lochmology used by your agency to process, track, de-duplicate responsive records, reduct records, and respond to POIA requests.         31. De FOIA programs throughout your agency have standard operating procedures for the antire FOIA process including infike/triags fees, expedited processing, search, review, estimated dates of completion, and responso?         31. De FOIA programs throughout your agency have standard operating procedures for the antire FOIA process including infike/triags, fees, expedited processing, search, review, estimated dates of completion, and responso?         4       Anexet       0         5       X to       0         6       Anexet       0         6       Yes       0         7       X to       0       0         8       X to       0       0         9       X to       0       0       0         9       X to       0       0       0					
	Total			1	
Sex Advectant  Sex A	30. Please list the software or other technology u			ponsive records,	redact records, and respond
Second stable balance balance in NRO's specific reads.       31. Do FOIA programs throughout your agency have standard operating procedures for the entire FOIA process including intake/trlage, fees, expedited processing, search, review, estimated dates of completion, and response?       1     X fee     1       2     X he     0       3     X fee     0       4     X he     0       5     X bord know     0       6     X he     0       7     X he     0       8     X bord know     0       9     0     0%       1     X he     0       2     X he     0     0%       3     X bord know     0     0%       4     X he     0     0%       5     X bord know     0     0%       6     X he     0     0%       1     X he     0     0%       1     X he     0     0%       2     X he     0     0%       3     X to some stars     0     0%       1     X he     0     0%       2     X he     0     0%       3     X he     0     0%       4     X he     0					
31. Do FOIA programs throughout your agency have standard operating procedures for the entire FOIA process including intake/triage, tees, expedited processing, search, teview, estimated dates of completion, and response?         *       Amount       1       100%         *       X <sup>1</sup> /*       0       0%         3       X <sup>1</sup> /*       0       0%         4       X <sup>1</sup> /*       0       0%         5       X <sup>1</sup> /*       0       0%         6       0       0%       0         7       X <sup>1</sup> /*       0       0%         8       X <sup>1</sup> /*       0       0%         9       0       0%       0       0%         1       0       0%       0       0%         2       X <sup>1</sup> /*       0       0%       0       0%         3       X <sup>1</sup> /*       0       0%       0       0%         3       X <sup>1</sup> /*       0       0%       0       0%         3       X <sup>1</sup> /*       1       1       1       1         3       X <sup>1</sup> /*       1       0       0%       1       1         3       X <sup>1</sup> /*       1       1       1       1       1       1       1			2	4 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	
Anner					
Anner	31. Do FOIA programs throughout your agency ha	ve standard operating procedur	s for the entire FOIA	process includin	g intake/triage, fees, expedited
A read     Yos	processing, s	earch, review, estimated dates o	f completion, and res	ponse?	
2     Xio     0     0%       3     X to some extent     0     0%       4     Xuber development     0     0%       5     X Do not know     0     0%       To some extent       32. Have FOIA programs throughout your agency identified performance measures for FOIA activities? "Examples of performance measures for FOIA activities?" Examples of performance measures for FOIA activities? "Examples of performance measures for FOIA activities?" To some set in proactive disclosures       32. Have FOIA programs throughout your agency identified performance measures for FOIA activities? "Examples of performance measures for FOIA activities?" To some set in proactive disclosures       4     X to some set in the formance of pages processed Reduction in response times Reduction in backlog increase in proactive disclosures       1     X to some set in       2     X to information       3     X to some set in       4     X under development       5     X Do not how       6     X Do not how       7     X       4     X set in the b determine what performance measures are needed       2     X if y set in the set in th	a Answer P	31	a the second for	Response	a an
3       X To some extent       0       0%         4       X Under development       0       0%         5       X Do not know       0       0%         Total         32. Have FOIA programs throughout your agency identified performance measures for FOIA activities? "Examples of performance measures in proactive disclosures         Arrest         32. Have FOIA programs throughout your agency identified performance measures for FOIA activities? "Examples of performance measures in proactive disclosures         Arrest         1         X Yes       1         1         X Yes       0         0       0%         3       X To some extent       0         4       2 Under development       0         5       X Do not know       0       0%         5       X Do not know       0       0%         1         X Market determine while performance measures are needed         1       X Do not know indetermine while performance measures are needed       0       0%         3       X Do not know indetermine while performance measures are needed       0       0%         2       X M segnery has performance measur				1	100%
4       ¥ Under development       0       0%         5       ¥ Do not know       0       0%         7 total       1       1         Reverses         Reverses         2       Have FOIA programs throughout your agency identified performance measures for FOIA activities? *Examples of performance measures for FOIA programs include but are not limited to: Number of pages processed Reduction in response times Reduction in backlog Increase in proactive disclosures         1       X Tes       1       100%         2       No       0       0%         3       X To some extent       0       0%         4       ¥ Under development       0       0%         5       ¥ To and inow       0       0%         Total       1         Strengt       0         Answeit       1         Colspan="2">Reverses         * Total       1         Strengt       0       0%         Strengt       0       0%         Strengt       0       0%         Strengt       0       0%         Strengt       0       0%       0				-	
Total     1       32. Have FOIA programs throughout your agency identified performance measures for FOIA activities? "Examples of performance measures for FOIA programs include but are not firmited to: Number of pages, processed Reduction in response times Reduction in backlog increase in proactive disclosures       1     X vs       1     X vs       1     X vs       1     X vs       2     No       3     X to some extent       0     0%       4     X under development       5     X Do not know       1     X vs       3     X to some extent       4     0       5     X Do not know       0     0%       1     X vs       1     X vs       2     X how       3     X to some extent       4     X under development       5     X Do not know       0     0%       1     X Do not know how to determine what performance measures are needed       2     X My sency       2     X My sency has performance measures are needed       2     X My sency has performance measures are needed       2     X My sency has performance measures are needed       3     X Do not indershan the question       4     X Other, please explain					
32. Have FOIA programs throughout your agency identified performance measures for FOIA activities? "Examples of performance measures for FOIA         Answer       Image: Programs         1       XYes         1       XYes         2       No         3       X To some extent         4       Under development         5       Do not know         0       0%         1       Total		สถางสายสารงานการการการการการการการการการการการการการก			D%
Answer     Response       1     X Yes     1       1     X Yes     0       3     X To some extent     0       4     X Under development     0       5     X Do not know     0       7     X Do not know to determine what performance measures are needed       2     X My agency has performance measures are needed       2     X My agency has performance measures are needed       3     X Do not understand the queston       4     X On the queston       2     X My agency has performance measures are needed       2     X My agency has performance measures are needed       3     X Do not understand the queston       4     X Other, please explain       0     0%		· · · · · · · · · · · · · · · · · · ·		. 1	
Annee       Response         1       X Yes       1       100%         2       X Ns       0       0%         3       X To some extent       0       0%         4       Y Under development       0       0%         5       X Do not know       0       0%         7 Total       1       1       1	32. Have FOIA programs throughout your agency	identified performance measure	s for FOIA activities?	*Examples of per	formance measures for FOIA
2     X No     0     0%       3     X To some extent     0     0%       4     X Under development     0     0%       5     X Do not know     0     0%       Total     1     1		ages processed Reduction in re-	ponse unes reducti	on in eaching me	rease in proactive disclosures
2     X No     0     0%       3     X To some extent     0     0%       4     X Under development     0     0%       5     X Do not know     0     0%       Total     1     1	a Answer	Constant of the second second	**************************************	Response	
3     X To some extent     0     0%       4     X Under development     0     0%       5     X Do not know     0     0%       Total     1     1				1	
5     X Do not know     0     0%       Total     1     1				0	and the second se
Total       1         33. Why not?       Bat         Answer       Bat         X Do not know how to determine what performance measures are needed       0         X My agency has performance measures but not specific to FOIA       0         X Do not understand the question       0         X Other, please explain       0         Total       0				0	
Answer     Bar     Revolues       1     X Do not know how to determine what performance measures are needed     0     0%       2     X My agency has performance measures but not specific to FOIA     0     0%       3     X Do not understand the question     0     0%       4     X Other, please explain     0     0%				······	
Answer     Bar     Revolution       1     X Do not know how to determine what performance measures are needed     0     0%       2     X My agency has performance measures but not specific to FOIA     0     0%       3     X Do not understand the question     0     0%       4     X Other, please explain     0     0%       Total     0     0%					
1     X Do not know how to determine what performance measures are needed     0     0%       2     X My agency has performance measures but not specific to FOIA     0     0%       3     X Do not understand the question     0     0%       4     X Other, please explain     0     0%       Total	33. Why not?				
1     X Do not know how to determine what performance measures are needed     0     0%       2     X My agency has performance measures but not specific to FOIA     0     0%       3     X Do not understand the question     0     0%       4     X Other, please explain     0     0%       Total					
2     X My agency has performance measures but not specific to FOIA     0     0%       3     X Do not understand the question     0     0%       4     X Other, please explain     0     0%       Total		in the second			
4     X Other, please explain     0     0%       Total     0					and the same of
Total					
Other, phase explain		****			
	Other, Maase explain		A Marcin Contra		
		The second s		alvent statistics of	

	Approve	d for Release: 201	9/01/08 C0511788	1	
34. Do FOIA programs three Services (OGIS)*2 *The O	oughout your agency alert re ffice of Government Informa	equesters to the dispute	e resolution services of a FOIA resource for bo	fered by the Office of ( th the public and the C	Sovernment Information
mandated OGIS with review	wing agency compliance wit mediation services to reso	h FOIA, identifying poli	cies and procedures for	· improving FOIA com	oliance, and providing
4 Attesat					
1 X Yes		en al distant an anna an a		1	100%
2 X No 3 X Do not know				0	0%
Total	*****	4966 tala 1646 - Alektan manakan manakan kara kara kara kara kara kara kar		1	
35. Are you familiar with the	changes to this law?				
Arawitz Arawitz Manager				Rospondo de contra	100%
2 X To some extent				0 - 11 - 12 0 - 11 - 12	0%
3 X No Total		······································		0	0%
	· · · · ·	:	·· \$	· · · · · · · · · · · · · · · ·	an an an Maria a tha Anniel an
36. Has your agency started	to identify records that are o	f general interest or us	e to the public that are :	appropriate for public	disclosure? (P.L. 114-185)
e Aitswer	a da anti-	Bar .		Rosponss	
1 XYes				1	100% 0%
2 X No 3 X To some extent				0	0%
4 X Do not know				0	0%
Total	, 	· · · · · · · · · · · · · · · · · · ·		1	
37. Please add any additional	l comments about your agen	cy for Section II: Overs	ight and Compliance. (	Optional)	
Text Response					
			an an thu	and a second	
38. Are records and info disposition] by being properly i	mation in your agency man	aged throughout the life	ecycle [creation/capture	, classification, maint	enance, retention, and
disposition; by being property t	dentined, classified using a	raxonomy, niventoried.	and scheduled? So of	K 1222-34, 30 C - K 12	44, 10 and 50 CFR 1225,121
f Answer		BA		Rospania	100%
1 ✓ Yes 2 💥 No				n de la companya de	0%
3 🖌 To some extent			4	0	0%
4 X Do not know Total			-	0	0%
			i	• •	
39. Are records and informati	ion in your agency easily ret	rievable and accessible	when needed for agen	cy business? (36 CFR	1220.32(c))
f Anawer			Bas		Response %
1 Ves, all records are easily retrievable	and accessible when needed				0 0%
2 Most records can be retrieved and ac					1 100%
3 Some records can be retrieved and a 4 X No	ccessed in a timely manner				0 0%

0%

0

1

5 🗙 Do not know

Total

40. v	Vhen was the last tim	e your agency subr		for Release s schedule to fl				ed States	8			
1	Amurta X FY 2014 - 2016				ant sta				e Rossin 1			100%
2	¥ FY 2011 - 2013								· · · 0			0%
3	<ul> <li>✗ FY 2008 - 2010</li> <li>✗ FY 2007 or earlier</li> </ul>								0			0%
7	X Do not know, please expla Total	lin							0			<b>0%</b>
00 net ko	ow, please explain											
41. (	Does your agency ha	ve permanent recor and/c	rds that are 30 y r commercial r	years old or old ecords centers	er that are l ? (36 CFR 1	ocated in a 235.12(b) a	igency off ind M-12-	fice spac 18))	e, agenc	y-opera	ted reco	rds centers,
4	Answer			Bar				Realization				- <b>X.</b>
1	X Yes X No							1				100% 0%
3	X Do not know Total							0		ender and ender		0%
42. v	Vhen do you plan on	transferring these r	ecords to NAR	A?		an da <b>an</b> an						
	Answer X FY 2017				i an				Polyton 0			0%
1 2	X FY 2018								0			0%
3	<b>X</b> FY 2019 <b>X</b> FY 2020								0			0%
5 6	🗙 After FY 2020 🗙 Do not know, please expla	in							1			100%
	ow please explain										isslaadd	
4:	3. Are you aware of I	he requirement to t agency's NAR	ormally reques A-approved rec	t permis <mark>sion</mark> fr ords schedule	om NARA to s as outlined	retain pe I in 36 CFF	rmanent r 8 1235.14	acords 5 and 1235	eyond ti .16?	at time	specifie	d in your
	Answer	L Hard Torri and Table 1 and	40. J	X		1.1	Response		ar se a constante de la constan La constante de la constante de			
1	X Yes						1				10 0	D%
	Total					4	. 1					
44. D	oes your agency dis	seminate every app	roved disposit	ion authority (i	ncluding new	vly approv	ed record	s schedu	iles and	Genera	Record	s Schedules
		en e	(0239[e116]/effeit	Within Six mon		ovali ( 616 0	12100124403	P4(8))				
1	Alta vera Ves		and the second	Box Marine Marine				1	1. A.		1992 A. 199	22 100%
2	🗙 No 😌							0 0				0%
	Total	-						÷ 1	·	· · · · · · · · · · · · · · · · · · ·	••••••••••••••••••••••••••••••••••••••	
45. v	Vhat method(s) does	your agency use? (	Choose all that	apply)								
	Norwer					- 652	2			an a	pense	÷
	Post to internal website or other Memorandum or email notificat										1 17 - 276.	100% 100%
з 🗡	CUpdate training materials										1	100%
	Update records management p Other, please explain	onores anu/or nandbooks									0	100% 0%
Guner, olar	ase explain				S. M. S.	S. La	and the second second		- Physical Physical Sector		- 	

	. Did your agency transfer permanent non-ele	ctronic records to NARA d	uring FY 2016? (36	CFR 1235.12)	en ser			
	Allower	A State of the second second second	onder gegennet i St	Trans.			Respons	Service and
1	√ Yes	a					0	0%
2	× No						0	0%
3	Vo - No records were eligible for transfer during FY 2016						1	100%
4	Vo - New agency, records are not yet old enough to transfer						0	0%
5	No - My agency does not have any permanent non-electronic record	is					0	0%
6	X Do not know			al an an			0	0%
7	X Other, please explain Total		****				0	0%
				<u>.</u>				
<b>S</b> ati	Maske explain	and a second		105 and 1		-100 J.	-	
47	. Did your agency transfer permanent electron	ic records to NARA during	FY 2016? (36 CFF	1235.12)				
22	Answer			r Dat			Respon	
1	√ Yes	a a construction of the second sec					0	0%
2	×No 1						o	0%
4	Vo - No electronic records/systems were eligible for transfer during F	Y 2016					0	0%
5	w No - New agency, electronic records/systems are not old enough to t	ransfer		<b>Managan Kangdula Kangang Di</b> Li	tenetizeus statistati		1	100%
7	X Do not know						0	0%
8	X Other, please explain						0	0%
9	• No - My agency does not have any permanent electronic records Total	а у становарарных муру муру (министр. <b>. и «констра</b> тика» станования с	· · · · · · · · · · · · · · · · · · ·				0 1	0%
						·		·····
othe	plause explain	and the provident set of the				Constant of the		<b>996</b> 73
L								
								Man Multiple and Managers
HIGH-4-4	. Were the permanent electronic records trans	ferred during FY 2016 usin	ig the Electronic Re	cords Archive	(ERA)?			
	. Were the permanent electronic records trans	ferred during FY 2016 usin	ig the Electronic Re	cords Archive	s (ERA)?	<u>.</u>		
	Were the permanent electronic records trans	ferred during FY 2016 usin	ig the Electronic Re	cords Archive	Response			
		ferred during FY 2016 usin	ig the Electronic Ro	cords Archive	<b>PS (ERA)?</b> Response O			0%
	# Answet	ferred during FY 2016 usin Bar	ig the Electronic Re	cords Archive	Response			0% 0%
	Answei       1     X Yes       2     X No       3     X Do not know	ferred during FY 2016 usin	ig the Electronic Re	ecords Archive	Response 0 0 0			
	Ahswit 1 X Yes 2 X No	ferred during FY 2016 usin Bar	ig the Electronic Re	ocords Archive	Restinonso O O			0%
	Answei       1     X Yes       2     X No       3     X Do not know	ferred during FY 2016 usin Bar	ig the Electronic Re	cords Archive	Response 0 0 0			0%
	Ahster     Anster     Yes     X Yes     X Yes     X No     X Do not know     Total	Bat			Bhdponso 0 0 0	ng maint	ained by	0%
	Answei       1     X Yes       2     X No       3     X Do not know	Bat			Bhdponso 0 0 0	ng maint	ained by	0% 0% • your agency?
	Ahster     Anster     Yes     X Yes     X Yes     X No     X Do not know     Total	Bat			Bhdponso 0 0 0	ng maint	ained by	0% 0% / your agency?
	Altower Altower Altower Altower Altower Yes	Bat			Bhdponso 0 0 0	ng maint		0% 0% / your agency?
<b>49</b> 1 2	Alswyr     Alswyr     X Yes     Xo     Xoo     Xo	Bat			Bhdponso 0 0 0	ng imalint	Respons 0 1	0% 0% • your agency?
<b>4</b> 19 1 2 3	Allswyr 1 X Yes 2 X No 3 X De notknew Total • Does your agency have a method for estimat Allwyr X Yes X No X Do notknew	Ba ing the volume in bytes of			Bhdponso 0 0 0	ng imaint	Respons 0 1 0	0% 0% <b>your agency?</b> % 0% 100% 0%
<b>49</b> 1 2		Ba ing the volume in bytes of			Bhdponso 0 0 0	ıg maint	Raspor: 0 1 0 0	0% 0% • your agency?
<b>4</b> 19 1 2 3	Allswyr 1 X Yes 2 X No 3 X De notknew Total • Does your agency have a method for estimat Allwyr X Yes X No X Do notknew	Ba ing the volume in bytes of			Bhdponso 0 0 0	ng maint	Respons 0 1 0	0% 0% <b>your agency?</b> % 0% 100% 0%
<b>49</b>	Ahswolf     Yes     Xoo     Xoo     Xoo     Yos     Xoo     Total  Does your agency have a method for estimat  Answor  Yes X Yes X No X Do not know X Not applicable, my agency does not have any permanent electronic r  Total	Bat	permanent electro	nic records cu	Response 0 0 0 rrently bein	ng maint	Raspor: 0 1 0 0	0% 0% <b>your agency?</b> % 0% 100% 0%
<b>49</b>		Bat	permanent electro	nic records cu	Response 0 0 0 rrently bein	ng maint	Raspor: 0 1 0 0	0% 0% <b>your agency?</b> % 0% 100% 0%
<b>4</b> 9 1 2 3 4	Altswer     Altswer     Altswer     Altswer     Yes     XNO     XDO not know     Total  Does your agency have a method for estimat  Antimat  Antimat  Yes     No     Do not know     Not applicable, my agency does not have any permanent electronic r  Total  Does your agency track when its permanent i  Antimet	Bat	permanent electro	nic records cu	Response 0 0 0 rrently bein	ng maint	Raspor: 0 1 0 0	0% 0% <b>your agency?</b> % 0% 100% 0%
1 2 3 4 50	Answer     Answer     Answer     Answer     Answer     Answer     Yes	Bat	permanent electro	nic records cu	Response 0 0 0 rrently bein	sepones 1	Raspor: 0 1 0 0	0% 0% • your agency? 0% 100% 0% 0%
49 1 2 3 4 50	Alterword     X Yes     X No     X Do not know     Total  Does your agency have a method for estimat  Anter  Yes X No Do not know Not applicable, my agency does not have any permanent electronic of Total  Does your agency track when its permanent  Anter X Yes X No X No No	Bat	permanent electro	nic records cu	Response 0 0 0 rrently bein	seconse 1 0	Raspor: 0 1 0 0	0% 0% 1your agency? 0% 100% 0%
1 2 3 4 50	Altervol     X Yes     X No     X Do not know     Total  Does your agency have a method for estimat  Antiver  Yes  No  Do not know  Not applicable, my agency does not have any permanent electronic r  Total  Does your agency track when its permanent  Antiver  Yes  X No  X Do not know	Bat	permanent electro	nic records cu	Response 0 0 0 rrently bein	1 0 0	Raspor: 0 1 0 0	0% 0% Vour agency? 0% 100% 0% 0%
49 1 2 3 4 50	Altervol     Yes     Xo     Xo	Bat	permanent electro	nic records cu	Response 0 0 0 rrently bein	5-20-050 1 0 0 0	Raspor: 0 1 0 0	0% 0% 1your agency? 0% 100% 0%
1 2 3 4 50 1 2 3 4	Altervol     X Yes     X No     X Do not know     Total  Does your agency have a method for estimat  Antiver  Yes  No  Do not know  Not applicable, my agency does not have any permanent electronic r  Total  Does your agency track when its permanent  Antiver  Yes  X No  X Do not know	Bat	permanent electro	nic records cu	Response 0 0 0 rrently bein	1 0 0	Raspor: 0 1 0 0	0% 0% Vour agency? 0% 100% 0% 0%

aramitshutez	What method(s) do	es your agency use	nto track its perm	nanent records?	(Choose all th	at apply)	a state			
	Answer		222	10. AL	G			Res		2 8 C
1	X Rely on Federal Records	s Center notifications							0	0%
2	X Maintain an Inventory	anta al han nhian a							0	0%
3	X Database or other autom	ated tracking							1	100% 0%
5	🗙 Other, please explain							-	5 25 27 25 D	0%
0.6752	Nease explain									
	an an an Anna a			1477 N. 1997 A. 1997	()				in a la sur anna anna a	
52.	Does your agency	conduct, and docu	ment for account	ability purposes	, exit briefings	for departing	senior officia	als on the ap	propriate disp	osition of
		ecords, including e	mail, under their	immediate conti	oi? (36 CFR 12	(22.24 (a)(6) a	nd 36 CFR 12	30.10(a & D))		
	Activity				Rat			Response		
1	Ves	ted						1		100% 0%
3	XNo							0	er af fr	0%
4	🗙 Do not know							0		0%
5	✓ Not applicable, please	explain						0		0%
	Total							1		
Noticeps	liçabin planı respisin					and a second		2 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	T.	
	In the Assess Ros			adiatat kan Daaa					i ale avenue a	
	. Is the Agency Rec		Senior Agency C	for departing s	as manageme enior officials?	int involved in	rexit briening:	s or officer ox	it clearance pr	ocesses
	Antoway			· Contraction of the second	Dis.		Keeponse			
	∣ X Yes		مادر به المحالية المر		outo teorize		0		0%	i i i i i i i i i i i i i i i i i i i
:	2 X No						1		100	%
;		and a first start and a start of the					0		0%	
	Total						1			
							I			
		r separation proces	ss for departing s	senior officials li	iclude records	managemen		ff or other de	signated offic	ial(s)
	54. Does the exit o	r separation proces Id approving the rel	ss for departing s moval of persona	senior officials in I papers and co	iclude records pies of records	managemen by those set	t program sta	ff or other de (36 CFR 122	esignated offic 2.24(a)(6))	ial(s)
	54. Does the exit o	r separation proces d approving the re	ss for departing s moval of persona	senior officials in I papers and co Bar	clude records pies of records	managemen s by those se	t program sta	ff or other de (36 CFR 122	esignated offic 2.24(a)(6))	sial(s) %
	54. Does the exit o reviewing an	r separation proces d approving the re	ss for departing s moval of persona	senior officials in I papers and co Bar	iclude records ples of records	managemen i by those set	t program sta	ff or other de (36 CFR 122	12.24(a)(6))	<b>ial(s)</b> % 20%
1 2	54. Does the exit o reviewing an ∴ Answer ✓ Yos ★ No, please explain	r separation proces Id approving the rel	ss for departing s moval of persona	senior officials in I papers and co Bar	iclude records pies of records	managemen s by those se	t program sta nior officials? Rose 1 0	(36 CFR 122	2.24(a)(6)) 10	20 20 20% 2%
1	<ul> <li>54. Does the exit o reviewing an reviewing an Answer</li> <li>✓ Yes</li> <li>X No, please explain</li> <li>X Do not know</li> </ul>	r separation proces d approving the re	ss for departing s moval of persona	senior officials in I papers and co Bar	clude records ples of records	managemen 5 by those se	t program sta nior officials? Resp 1 0 0	(36 CFR 122	2.24(a)(6)) 10	1999 - San Andrea 200%
1 2 3	<ul> <li>54. Does the exit o reviewing an eviewing an original of the exit of the exi</li></ul>	r separation proces d approving the re	ss for departing s moval of persona	senior officials in I papers and co and	iclude records ples of records	managemen s by those se	t program sta nior officials? Rose 1 0	(36 CFR 122	2.24(a)(6)) 10	20 20 20% 2%
1 2 3	<ul> <li>54. Does the exit o reviewing an reviewing an Answer</li> <li>✓ Yes</li> <li>X No, please explain</li> <li>X Do not know</li> </ul>	r separation proces	ss for departing s moval of persona	senior officials in I papers and co Bar	iclude records ples of records	managemen 5 by those set	t program sta nior officials? Resp 1 0 0	(36 CFR 122	2.24(a)(6)) 10	20 20 20% 2%
1 1 3 No prec	54. Does the exit o reviewing an Answer ✓ Yes ★ No, please explain ★ Do not know Total	d approving the rel	noval of persons	I papers and co	pies of records	• by those set	t program sta nior officials? Refer 1 0 0 1	(36 CFR 122	2.24(a)(6)) 10	20 20 20% 2%
1 1 3 No prec	<ul> <li>54. Does the exit o reviewing an eviewing an original of the exit of the exi</li></ul>	d approving the rel	noval of persons	I papers and co	pies of records	• by those set	t program sta nior officials? Refer 1 0 0 1	(36 CFR 122	2.24(a)(6)) 10	20 20 20% 2%
1 2 3 Nö:plot <b>55</b> .	54. Does the exit o reviewing an Answer ✓ Yes ★ No, please explain ★ Do not know Total	d approving the rel	noval of persons	I papers and co	pies of records	by those set	t program sta nior officials? Refer 1 0 0 1	(36 CFR 122	2.24(a)(6)) 10	20 20 20% 2%
1 2 3 NO plot 555.	54. Does the exit o reviewing an ✓ Yes X No, please explain X Do not know Total er explain Please add any add sponse	d approving the rel	moval of persons	I papers and co	pies of records	> by those set	t program sta nior officials? Refer 1 0 1 0 1	(36 CFR 122	22-24(a)(6))	54 30% 3% 3%
1 2 3 NO plot 555.	54. Does the exit o reviewing an ✓ Yes ✓ Yes ✓ No, please explain ✓ Do not know Total ee explain	itional comments a	moval of persons	I papers and co and y for Section III: al controls to en	pies of records Records Dispo	by those set	t program sta nior officials? Refer 1 0 0 1 0 1 0 0 1	(36 CFR 122	22-24(a)(6))	54 30% 3% 3%
1 2 3 NO plot 555.	<ul> <li>54. Does the exit o reviewing an eviewing eviewin</li></ul>	itional comments a	moval of persons	I papers and co and y for Section III: al controls to en	pies of records Records Dispo	by those set	t program sta nior officials? Refer 1 0 0 1 0 1 0 0 1	(36 CFR 122	22-24(a)(6))	54 30% 3% 3%
1 2 3 NO plot 555.	54. Does the exit o reviewing an ∧ Yes X No, please explain X Do not know Total er explain Please add any add	itional comments a	moval of persons	I papers and co and y for Section III: al controls to en	pies of records Records Dispo	by those set	t program sta nior officials? Refer 1 0 0 1 0 1 0 0 1	(36 GFR 122	22-24(a)(6))	54 30% 3% 3%
1 2 3 800 perc 555. Tayl Pe 566.	<ul> <li>54. Does the exit o reviewing an reviewing an Answer.</li> <li>✓ Yes</li> <li>× No, please explain</li> <li>× Do not know</li> <li>Total</li> <li>se explain</li> <li>Please add any add</li> <li>sponse</li> <li>Has your agency in Answer.</li> <li>✓ Yes</li> <li>× No</li> </ul>	itional comments a	moval of persons	I papers and co and y for Section III: al controls to en	pies of records Records Dispo	by those set	t program sta nior officials? Refer 1 0 0 1 0 1 0 0 1	(36 GFR 122 pres , and usabilit Response 1 0	22-24(a)(6))	30% 1% 1% 1% <b>Iectronic</b>
1 2 3 8 8 6 5 5 5 7 5 1 1 2 3	<ul> <li>54. Does the exit o reviewing an reviewing an Answer Yes X No, please explain X Do not know Total</li> <li>Please add any add sponse</li> <li>Has your agency in Answer Yes X No X Do not know</li> </ul>	d approving the rel itional comments a ncorporated and/or reco	moval of persons	I papers and co and y for Section III: al controls to en	pies of records Records Dispo	by those set	t program sta nior officials? Refer 1 0 0 1 0 1 0 0 1	(36 GFR 122 press , and usabilit Response 1 0 0	22-24(a)(6))	30% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1%
1 2 3 800 perc 555. Tayl Pe 566.	<ul> <li>54. Does the exit o reviewing an reviewing an Answer.</li> <li>✓ Yes</li> <li>× No, please explain</li> <li>× Do not know</li> <li>Total</li> <li>se explain</li> <li>Please add any add</li> <li>sponse</li> <li>Has your agency in Answer.</li> <li>✓ Yes</li> <li>× No</li> </ul>	d approving the rel itional comments a ncorporated and/or reco	moval of persons	I papers and co and y for Section III: al controls to en	pies of records Records Dispo	by those set	t program sta nior officials? Refer 1 0 0 1 0 1 0 0 1	(36 GFR 122 pres , and usabilit Response 1 0	22-24(a)(6))	30% 1% 1% 1% <b>Iectronic</b>
1 2 3 40 pto 555. 555. 566. 1 2 3 4	<ul> <li>54. Does the exit o reviewing an reviewing an Arsana</li> <li>✓ Yes</li> <li>Xo, please explain</li> <li>× Do not know</li> <li>Total</li> <li>ee explain</li> <li>Please add any add</li> <li>sponse</li> </ul> Has your agency in Assance Assance ✓ Yes × No × Do not know ✓ Not applicable, please Total	d approving the rel itional comments a ncorporated and/or reco	moval of persons	I papers and co and y for Section III: al controls to en	pies of records Records Dispo	by those set	t program sta nior officials? Refer 1 0 0 1 0 1 0 0 1	(36 GFR 122 Max , and usabili Reeponen 1 0 0	22-24(a)(6))	30% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1%
1 2 3 40 pto 555. 555. 566. 1 2 3 4	<ul> <li>54. Does the exit o reviewing an reviewing an Answer</li> <li>Yes</li> <li>No, please explain</li> <li>Do not know</li> <li>Total</li> <li>ee explain</li> <li>Please add any add</li> <li>sponse</li> <li>Has your agency in Answer</li> <li>Yes</li> <li>No</li> <li>Do not know</li> <li>Not applicable, please</li> </ul>	d approving the rel itional comments a ncorporated and/or reco	moval of persons	I papers and co and y for Section III: al controls to en	pies of records Records Dispo	by those set	t program sta nior officials? Refer 1 0 0 1 0 1 0 0 1	(36 GFR 122 Max , and usabili Reeponen 1 0 0	22-24(a)(6))	30% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1%

		Ap	proved for Relea	ase: 2019/01/0	)8 C0511788	1			
57. Doe formats	es your agency have o s so that records are i	documented and appr retrievable and usable	as long as needed t	enable the migrat o conduct agency /36.20(b)(6))	ion of records a / business and f	nd associated i to meet NARA-a	netadata to pproved dis	new storage spositions? (	media or 36 CFR
	Anavar		Bur			Response	1997 - 1998 1997 - 1998 1997 - 1998		
1	Ves					1		100%	
2	🗙 No 🗙 Do not know					0		0% 0%	
	Total		· ·			1			
	n								
- 58.	Are records managen	ent staff involved in a	developina procedur	es to ensure that	records are pro	perly migrated	from retired	svstems? (3	6 CFR
			12	35.20(b)(6))					
1224	Answar						Response		
·	X Yes		a an		37 <b>3.7</b> 7		0		0%
1	× No						1		100%
	X Do not know						0		0%
	X Not applicable, please explain Fotal						0		0%
		· · · · · · · · · · · · · · · · · · ·		an an an an an An Anna an Antair		:			
Not applicable	e, pleasa: explain		and the second second			100			
59, D	oes your agency mail	ntain an inventory of e				or not each sy	stem is cove	ered by an ap	proved
			NARA disposition at	unionity i (Sio Chirk	1280.20(3))				
	Answer					Respons		est at	
1	🖌 Yes				. <b></b>	0		0'	%
2	X No, please explain					1		10	
3	X Do not know Total					0	· · · ·	0	%
						· · · · · · · · · · · · · · · · · · ·			
The inventory of	doesn't contain that information.								
60 6	loes your agancy ans	ure that records mana	rement functionalit	v including the c	anture retrieval	and retention	of records a	ccordina to	agency
busines	s needs and NARA-ar	proved records scheme	dules, is incorporate	d into the design,	development, a	ind implementa	tion of its el	ectronic info	rmation
			systems	(36 CFR 1236.12				All and a state of the	
	Anower			Bat		1000	Response		
1 1	🖌 Yes						0		0%
	🗙 No, please explain						1		100%
	X Do not know Not applicable, please explain						0		0% 0%
	fotal	<b>**</b> **********************************		:			1		075
( <u>*</u>	AN			sad in the		·			
We are working			-	ng pananan pananan sapan				2019 A.B.	
61. Do	es your agency's rec	ords management pro	ogram staff participa	te in the design_d	evelopment an	d implementati	on of new e	ectronic info	mation
				ystems?			an Mahipa		
							1	tion and the	
house and the second	An Yes					10004027	Response 0		0%
1	To some extent						1		100%
and the second sec	K No, please explain						0		0%
1	K Do notknow						0		0%
	K Not applicable, please explain			<u> </u>			0		0%
	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·				1993 - 2014 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 -		
No ploase ex	Contraction of the second s		Not applicable, p	equivoxo sun	2.1			26	
L		······							

Appro	oved for Release: 2019/01/08	C05117881	
62. Which of these activities does your agency's recorrect	rds management program staff parti ommended solution? (Choose all tha		rds requirements are part of the
Answet     Are received and acceptance of proposals for new systems		Ba	Response %
2 X Participate as stakeholder in requirements gathering			1 100%
3 🗙 Participate as stakeholder in design phase			1 100%
4 X Participate as stakeholder in development phase including testing the system			0 0%
5 X Provide sign off authority for the implementation of new systems			0 0%
6 X Monitor system for adherence to standards, policies, and procedures			0 0%
7 X Provide information only			0 0%
8 🗙 Do not know			0 0%
9 X Other, please explain			0 0%
Othor, please explain			
63. Does your agency have documented and approv	ed policies and procedures in place than 180 days? (36 CFR 1236.22)	to handle email records that	have a retention period longer
Afriker 1 √Yes	Bur	Response	100%
2 X No, please explain			0%
3 X Do not know		0	0%
Total		1	
No, picasa suplan			
64. Does your agency have documented and approved to NARA described in NARA 2014-04: Appendix A, Revi	I policies and procedures to impleme sed Format Guidance for the Transfe Section 9 - Email? (36 CFR 1236.22(	r of Permanent Electronic R	isfer of permanent email records ecords – Tables of File Formats
disver 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Dar. Sola generalizzation en est	Reconse :	0%
1		· · · · · · · · · · · · · · · · · · ·	100%
3 X Do notknow		0	0%
Total	1 11 14 1	1 .	
65. Do employees in your agency have more than one more than one	agency-administered email account	? (NARA Bulletin 2013-03)	Examples of business need for
more than one agency-administered email account may Creating accounts for a specific agency initiative whic	h may have multiple users Using sep information	parate accounts for classified	information and unclassified
# Answer # 1998 Answer # 1998	for states in	Response	
1 X Yes		1	100%
2 X No		0	0%
4 X Do not know Total	- - 	0	0%
	· · · · · · · · · · · · · · · · · · ·		
66. Does your agency have documented and appr preserved in an ap	oved policies that address these type propriate agency recordkeeping syst		that email records must be
F Anoven 1 √Yes	Bar Aller and Aller	Рограмми т	100%
2 XNO		0	
3 X Do not know		0	0%
Total		1	

10101010101010101	s your agency allo	w the use of personal email accord	ums to conduct official pusifies		844.UJ)	History and	
	Answer		all the second	A CONTRACTOR OF A CONTRACTOR A	Response		The second second second
1	X Yes				0		0%
2	XNo			Ĩ	1		100%
3	🗙 Do not know				0		0%
	Total				i		

68. Does your agency have documented and approved policies that address the use of personal email accounts, whether or not allowed, that state that a complete copy of all emails officers or employees create or receive in such accounts must be preserved in an appropriate agency recordkeeping system and 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)

	Answer	1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 -	Response	
1	🖌 Yes		0	0%
2	XNo		1	100%
3	🗙 Do not know		0	0%
	Total		1	

69. Does your agency's em	ail system(s) retain the intellig addressee(s) for those email			and
Answers and all		8.pr	Suspond	

1 🖌 Yes		1	100%
2 🗙 No		0	0%
3 🔀 Do not know		0	0%
Total		1	

	mploy to capture and manage email records? (Choos	

÷.,	Answer and a second	n ang san T Bun -	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 .PST		1	100%
4	X Print and file		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	a di seconda de la constante d La constante de la constante de	0	۵%

Other, please be specific

#### 71. Does your agency evaluate, monitor, or audit staff compliance with the agency's email preservation policies? (36 CFR 1220.18)

Sec.	Answer	Bor	Contention	 × *	
1	🗸 Yes	· ·	0	0%	Parcelon Marcel
2	XNO		1	100%	
3	🗙 Do not know		0	0%	
	Total		1		

#### 72. Who evaluates, monitors, or audits staff compliance with the agency's email preservation policies? (Choose all that apply)

1	X Inspector General		0	0%			
2	<ul> <li>Chief Information Officer</li> <li>Agency Records Officer</li> <li>Other, please explain</li> <li>Do not know</li> </ul>		0	0%			
3	X Agency Records Officer		0	0%			
4	X Other, please explain		0	0%			
5			0	0%			

#### d for Dolo 2010/01/08 005117881 .

Ap 73. How often does your agency evaluate, monito	oproved for Release: 20 r, or audit staff compliance v			is?	
Absworf     X Every 6 months     X Every year     X Every year     X Every 2 years     X Less frequently than every 2 years     X Do not know     X Not applicable, agency does not audit staff compliance     Total		Bar		Response           0           0           0           0           0           1	0% 0% 0% 0% 0% 0% 100%
74. Has your agency implemented a plan to use t	he "Capstone" approach for on a New Approach to Mana	managing email records aging Email Records?	as specified in NA	RA Bulletin 201	13-02, Guidance
Answer     Yes     X Yes     Xo, please explain     X Do not know     Total	Bar - -		Reaponse 1 0 1		100% 0% 0%
<ul> <li>75. Have you submitted a retention schedule for i</li> <li>Answer</li> <li>Yes</li> <li>X No, please explain</li> <li>X Do not know</li> <li>X Not applicable, elready submitted NA-1005 to use GRS 6.1: Email Mana</li> <li>X Not applicable, planning to use GRS 6.1 but have not yet submitted NA-</li> </ul>	aged Under a Capstone Approach	ints for approval by NAR/	No. 1997		Converse 0 0% 0 0% 0 0% 0 0% 1 100%
Total No Measo explain 76. Is your agency able to readily access usable e					1
Answer     Answer     Answer     X Yes     X No     X Do not know     Total			Recording 1 0 0 1		100% 0% 0%
77. Is your agency able to prevent unauthorized a # Answer 1 X Yes 2 X No 3 X Do not know Total	ccess, modification, or dest	uction of emails?	Response 1 0 0 1		100% 0% 0%
78. Can your agency transfer permanent email m General 1 X Yes 2 X No 3 X Do not know	ecords to the National Archiv Records Schedules and NAI	res of the United States in RA regulations and guidar	I accordance with nce? Response 1 0 0	agency records	s schedules or 3 100% 0% 0%
Total		· · · · · · · · · · · · · · · · · · ·	1	·	U 76

	hullin: http://howseffedinin/Ediated/	em email records before they are access	nangangangan dikenangan kang kang kang kang kang kang kan		
	AN ATALAN	But Mersel	and the second second	Response	A CONTRACTOR
1	X Yes	an a		0	0%
2	XNo			0	0%
3	🗙 Do not know			1	100%
	Total			1	
	· · · · · · · · · · · · · · · · · · ·				

80. Does your agency have documented and approved policies and procedures in place to manage electronic messages including text messages, chat/instant messages, voice messages, and messages created in social media tools or applications?

1	X Yes		1	100%
2	XNo		0	0%
3	X Do not know		0	0%
4	X Do not know X Other, please explain		0	0%
	Total		1	

81. Does your agency have an approved records schedule covering electronic messages including text messages, chat/instant messages, voice
messages, and messages created in social media tools or applications that meet the definition of a Federal record?

		Ghelder Re	iponse - 22	
1	🗙 Yes		1	100%
2	X No		0	0%
3	🗙 Do not know		0	0%
	Total		1	

#### 82. Which of the following best describes the steps your agency has taken to comply with metadata bulletin NARA 2015-04 Metadata Guidance for the Transfer of Permanent Electronic Records to maintain metadata for permanent electronic records?

	Answer and a second line of the second of the second s	u de tra	me e	
1	X We have implemented measures to compty with NARA Bulletin 2015-04	0		0%
2	X We have reviewed NARA Bulletin 2015-04 and are planning to implement measures to comply with NARA Bulletin 2015-04	1		100%
3	X We have reviewed NARA 2015-04 but have not taken steps to implement it	0		0%
4	X We have not reviewed NARA 2015-04	. 0		0%
5	X Do not know	0		0%
6	X None of the above, please explain	0		0%
	Total	 1		
al en se				
	e of the above, please explain	el el composition de la composition de	6.00	

83. Which of the following best describes the level at which your organization is responsible for defining records management metadata schema\* for use across systems that maintain permanent electronic records? \*A schema is a logical plan showing the relationships between metadata elements, normally through establishing rules for the use and management of metadata specifically as regards the semantics, the syntax, and the optionality (obligation level) of values (ISO 23081.1 s3 Terms and Definitions)

1       X My agency has adopted an external standard (e.g., International Organization for Standardization (ISO), industry, or military standard)         2       X Defining records management metadata schema is done at the department level and used enterprise wide (i.e. all entities within the department use the same one)	0	
2 X Defining records management metadata schema is done at the department level and used enterprise wide (i.e. all entities within the department use the same one)	U U	0%
	1	100%
3 X Defining records management metadata schema is done at the individual component agency/bureau/office level (i.e. each uses its own unique one)	o	0%
4 X As an independent agency, records management metadata schema is defined and mandated for use across the agency by the Office of the Chief Information Officer	0	0%
5 X My agency/component/bureau/office does not have or use a metadata schema	0	0%
6 X Do not know	0	0%
7 🗙 None of the above, please explain	0	0%
Total	 1	
None of the above, please explaining and the second s		

Approved for Release: 2019/0	1/08 C05117881
84. Which of the following best describes your agency's use of controlled vocabu metadata?	laries, thesauri, or term lists that ensure consistent data entry of
Answer     May agency/component developed its own based on internal practices	Barr Redponse %
2 X My agency/component has adopted an external standard (e.g., ISO, industry, military standard)	
3 X Controlled vocabularies, thesauri, or term lists are defined by the department and mandated for use by all agencies/bureaus/office 4 X As an independent agency, controlled vocabularies, thesauri, or term lists are defined and mandated for use across the agency by	the Office of the Chief Information
Officer .	
5 X My agency/component does not use controlled vocabularies, thesauri, or term lists 6 X Do not know	0 0%
7 X None of the above, please explain	0 0%
Total :	1
None of this above, please explain	
85. Please add any additional comments about your agency for Section IV: Electronic	: Records. (Optional)
Text Response	
86. Does your agency have an SAO for Records Management? (If you are a compone done at the component le	
Antwork Constant Antwork Constant Antonio	Respond
1 X Yes	1 100% 0 0%
3 X Do not know	0 0%
Totel	1
87. Does your Agency Records Officer meet regularly (four or more times a year) with management program go	
	Mill Rospinse In and the M
1 XYes 2 XNo	0 0%
3 X Do not know	0 0%
Total	1
88. Did your agency meet the deadline to submit records schedules for all unschedul	ed paper and other non-electronic records by December 31, 2016?
# Answer	Bar and a second se
<ol> <li>X Yes - All retention schedules have been submitted and approved by NARA</li> <li>X Yes - Retention schedules have been submitted and are pending NARA approval</li> </ol>	0 0% 0 0%
3 X No - Retention schedules are in draft form and have not yet been submitted to NARA	
4 X No	0 0%
5 X Do not know 6 X Other, please explain	0 0%
6 X Other, please explain Total	0 0%
Other ploase explain	
89. Does your agency have a method of continually identifying new and unscheduled	records?
Albevor in the second state of the second stat	Responso
1 XYes 2 XNo	1 100% 0 0%
3 X Do not know	0 0%
Total	in the second

## 90. Which method(s) does your agency use? (Choose all that apply)

<i>.</i> ?	Answer	Keisponse	
1	X Regular surveys	0	0%
2	X Regular inventories	0	0%
3	X Records management evaluations, site assessments, or audits of program offices	1	100%
4	Work with program managers to identify new programs and related records	1	100%
5	X Work with Privacy Officer and review SORNs (Systems of Records Notices)	1	100%
6	X Work with FOIA Officer	1	100%
7	X Records Liaison Officers notify Agency Records Officer of new record series	1	100%
8	X Require use and annual update of file plans	1	100%
9	X Participate in design and retirement of information systems and note changes in records	0	0%
10	X Outreach and awareness	1	100%
11	X Other, please explain	0	0%
*******			
015	er, please explain		

# 91. Has your agency identified any additional unscheduled records that have not already been reported to NARA?

# Answork and Response %				
1	🗙 Yes		0	0%
2	× No	An other than the particular second straining where the second	1	100%
3	🗙 Do not know		0	0%
	Total		1	

# 92. Does your agency use cloud services?

# Answer Figure 1 Bac. 8 Bac. 9				
1	X Yes		1	100%
2	XNo		0	0%
3	🗙 Do not know		0	0%
· .	Total		1	
n n n gan na saas	la navel and and many and a start a starte		· · · · · · · · · · · · · · · · · · ·	``````````````````````````````````````

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

2 1	Answer Bar Bar Answer State St	Response 0	0%
2	X Administrative functions such as payroll, purchasing, and financial management	1	100%
3	X Mission/program-related functions	1	100%
4	X Other, please explain X Do not know	0	0%
5	X Do not know	0	0%

Approved for Release:	2019/01/08 C05117881
94. Are recordkeeping requirements included?	
a Anowa Har I and Anover	Resource and Re
1 X Yes	1 100%
2 X No	0
3 X Do not know Total	0 0%
	a e e constante se a conficie constante como a constante analise a constante a constante a constante constante e
95. Will your agency use the new Records and Information Management \$	Series, 0308, (job series) released by the Office of Personnel Management in 5?
	ne zaselile se li se la secono de
1 X Yes	0 0%
2 X No	
3 🗙 Do not know	0 0%
4 X Not applicable, my agency does not use the General Schedule (GS) job classifications	
Total	
96. Why will your agency NOT be using the new job series?	
ou. This will your agency to the using mether job series:	
Text Response	
97. Does your agency use your RMSA scores to measure the effectiveness	of the records management program?
# Answer	Bar Response %
1 X Yes	0 0%
2 X No	1 100%
3 X Do not know	0 0%
4 X Comments (Optional): Please include in your comments how you use the RMSA	0%.
Comments Optionalit. Plause trock of in your commands have you use the RMS and the second	
98. How many full-time equivalents (FTE) are in your agency/organization?	(Choose one)
1 X 500.000 or more FTEs	Bar Response 2 2
2 × 100,000 – 499,999 FTEs	0 0%
3 X 10,000 – 99,999 FTEs	0 0%
4 🗙 1,000 – 9,999 FTEs	0
5 🗙 100 – 999 FTEs	0 0%
6 🗙 1 – 99 FTEs	0 0%
7 X Not Available	
Total	· · · · · · · · · · · · · · · · · · ·
99. What other staff, offices, or program areas did you consult when you co	mulated this safessassmant? (Chaosa all that analy)
-35% what other stan, onlices, or program areas du you consult when you co	mpreted tills self-assessment (Choose all that apply)
3 Answer	Ber Response %
1     X Senior Agency Official       2     X Office of the General Counsel	0 0% 0 0%
3 X Program Managers	0 0%
4 X FOIA Officer	1 100%
5 X Information Technology staff	0 0%
6 X Records Liaison Officers or similar	0 0%
7 X Administrative staff	0 0%
8     X Other, please be specific:       9     X None	0 0% 0 0%
CTHy, presse he specific	

100. How much time did it take you to gather the information to complete this self-assessment?		
p Answer Rae	Rasponse 0	0%
2 X More than 3 hours but less than 6 hours	0	0%
3     X More than 6 hours but less than 10 hours       4     X Over 10 hours	0	0% 100%
( Total		
101. Did your agency's senior management review and concur with your responses to the 2016 Records Man	agement Self-Assessi	ment?
Answer of a second s		<b>%</b>
1 XYes 2 XNo	0	0% 100%
3 X Do not know Total	0	0%
	n de la companya de l	
102. Please provide your contact information.		
Nanya: Agancy, Sursais of Office Sursais and a sursai subb Title .	email Address	Phone Number 11
National Reconnaissance Office		(b)(3
103. Are you the Agency Records Officer?		
Answer Assessment Brr, Berr, B		A CONTRACTOR
1 XYes 0		0%
2 X No International Internati		100%
104. Please provide the Agency Records Officer's contact information.	an a company and a sub-	
Namet	ne Nomber	(b)(3
105. Do you have any suggestions for improving the Records Management Self-Assessment next year?		
Text Response *For your reference, the NRO is covered under 10 U.S.C. 424 which states: (a) Exemption From Disclosure Except as required by the President or as provided in subsection (c	ho provision of law shall be cons	trued to require the disclosure of
1 Of your restance, we much source to inscribe a much seeks (a) Exemption from biologistic + Except as required by the residence as provided in source etail in source etai	I to any such organization or the na	ame, official title, occupational
106. Q_URL		
warde with a spin-active the statement of the		Total
/SE/?Q_DL=2tVYJrSs91U7g3z_5zLKurmryiJzW8R_MLRP_5dKatx8LgJWRIhX&Q_CHL=email		1
107. SSID		
Yabo Frances		
108. Score		
Slapsto	Typing 34.00	Bint Contraction
Mean Score Score Standard Deviation	84.00 0.00	
Weighted Mean of Items Weighted Standard Deviation of Items	0.79 1.31	
Items	106.00	