

ATTACHMENT C
DEPARTMENTAL EVALUATION AND SITE VISIT PROTOCOL

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

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