ATTACHMENT B
PROGRAM ASSESSMENT CRITERIA

Identify the following for all sites:

Program Management

- Number FTE's devoted to Records Management
  - Full-time
    - Federal and Contractor
  - Part-time
    - Federal and Contractor
    - Percent of time spent on Records Management duties

- Percentage of time each Records Management employee is assigned to:
  - Program Management
  - Operations
    - Training/Assistance
    - Schedule Application
    - Records Holding/Storage Area Activities
    - EEOICPA Claims
      - Monthly Claim Volume
    - Other, specify
  - Contractor Oversight

- Manpower/Support Costs
  - Series and Grade levels for Federal FTE's
  - Contractor costs

- Records Management Expertise
  - Federal and Contractor
    - Records-related Training received within the last three years
    - Years of experience

- Records Management Budget
  - Training, Travel, Electronic Systems
    - Federal and Contractor

- Internal Policies/Procedures have been established and distributed and best practices identified
  - Federal and Contractor
    - Retiring and Retrieving Records
    - Exit Procedures
    - Other, specify

- Self-Assessments have been completed within the past year
    - Federal and Contractor

Records Management

- Federal and Contractors Records are managed/tracked
    - Manually
        - Estimated volume
    - Electronically
        - Estimated volume
        - Type of system(s) and years in use
        - Estimated cost of system and maintenance

- Estimated Volume of records that are
    - Active
        - Percentage in paper
        - Percentage electronic
    - Inactive
        - Percentage in paper
        - Percentage electronic
    - Classified
        - Percentage in paper
        - Percentage electronic

- Date of last complete Inventory

- Number of site-specific schedules in use

Records Storage and Retrieval

- Federal and Contractor Records Holding Areas/Storage
    - Volume of Classified and Unclassified Records in storage
    - Cost for
        - On-site storage/vault or holding space (specify)
            - Percentage of facility used
            - Estimated cubic feet still available
        - Commercial Facility
        - Federal Records Center(s)
    - Average number of retrievals (monthly)
    - Average number of boxes shipped to storage (monthly)
- Federal, Contractor, and commercial storage that is *not* compliant with FY 2009 regulatory criteria

Records Training and Assistance

- Number of Federal and Contractor employees who received Records Management Training
    - Within the last 12 months
    - Classroom or one-on-one assistance
        - Supervisory/Management
        - Engineer/Scientist
        - Administrative

Records Destruction

- Volume of Federal and Contractor records destroyed
    - Within last 12 months
    - Estimated cost

Permanent Records

- Total Volume of Permanent Records
- Volume of Permanent Records that are Classified
- Volume of Federal and Contractor Records transferred to National Archives
    - Within last 12 months
    - Within last 24 months
    - Date of last transfer

Records Under Moratoria

- Estimated Volume of Federal and Contractor Records under a moratorium
    - Epidemiology
    - Litigation
    - Other, specify
- Estimated costs of storage for each