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
  o Federal and Contractor

**Records Management**

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

• Estimated Volume of records that are
  o Active
    ▪ Percentage in paper
    ▪ Percentage electronic
  o Inactive
    ▪ Percentage in paper
    ▪ Percentage electronic
  o 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
  o Volume of Classified and Unclassified Records in storage
  o 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)
  o Average number of retrievals (monthly)
  o Average number of boxes shipped to storage (monthly)

• Federal, Contractor, and commercial storage that is not compliant with FY 2009 regulatory criteria

02/03/2010
**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