

**Records Management Improvement Program
Management Staff Survey**

Name:

Job Title:

CIO

IRM Adviser

Organizational Unit:

Please respond to the following statements by indicating the most appropriate frequency identified on the scale:

1. The number of skilled staff is adequate to meet my organization's records management requirements.

Almost Always

Most of the Time

Often

Occasionally

Rarely

Almost Never

2. Officials routinely consult the Records Administrator when formulating policy.

Almost Always

Most of the Time

Often

Occasionally

Rarely

Almost Never

3. The Records Administrator participates in planning for new electronic information systems and in major modifications to existing systems to ensure incorporation of record keeping requirements.

Almost Always

Most of the Time

Often

Occasionally

Rarely

Almost Never

4. My organization periodically reviews its vital records plan and updates it as necessary.
- Almost Always
 - Most of the Time
 - Often
 - Occasionally
 - Rarely
 - Almost Never

Please respond to the following statements by indicating the most appropriate degree identified on the scale:

5. Records Administrators and Records Managers have appropriate status and authority.
- To a Great Extent
 - Good
 - Satisfactory
 - Less than Satisfactory
 - Insufficient
 - Non-Existent

6. The Records Administrator monitors implementation of records schedules, both in the state office and field facilities.
- To a Great Extent
 - Good
 - Satisfactory
 - Less than Satisfactory
 - Insufficient
 - Non-Existent

Please respond to the following statements by indicating all levels that apply:

7. My organization has a staffed records manager position.
- Procedure is fully integrated into a comprehensive program.
 - Procedure has been tested and evaluated.
 - Procedure has been implemented.
 - Program objective is adequately documented in existing procedures.
 - Program objective is adequately documented in existing policy.
 - No policy or procedures exist.

8. My organization has written policies and procedures for records management that are regularly implemented and updated.
- Procedure is fully integrated into a comprehensive program.
 - Procedure has been tested and evaluated.
 - Procedure has been implemented.

- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

9. The Records Administrator briefs senior officials and program managers on the importance of records management and records handling.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

10. There are provisions in the annual estimates for capital and running costs to enable the records management functions to be performed properly.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

11. Records management performance measures are used to assess the functioning of the records management program.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

12. My organization has provided guidance for all employees on the definition of Federal records and non-record materials, including those created using office automation, and the ways in which they must be managed.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.

- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

13. File custodians in my organization routinely take prompt action to cut off files, destroy records whose retention periods have expired, and retire eligible records to the Records Center in accordance with schedule provisions.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

14. The management of paper and electronic records is taken into account in planning information technology strategies.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

15. Individuals in my organization manage electronic mail in a way that ensures proper maintenance of messages that are records.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

16. My organization maintains data in Geographic Information Systems to preserve its integrity and usefulness over time.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

17. Procedures have been implemented by which vital records are given appropriate protection to ensure continued access.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

18. Vital records program needs have been incorporated into Continuity of Operations Plans to ensure the availability of needed records and supporting equipment during emergency operations.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

19. My organization has fully integrated its records management program into the information resources management program.

- Procedure is fully integrated into a comprehensive program.
- Procedure has been tested and evaluated.
- Procedure has been implemented.
- Program objective is adequately documented in existing procedures.
- Program objective is adequately documented in existing policy.
- No policy or procedures exist.

Please return to Ted Weir by COB, March 4, 2001, via email at tweir@wo.blm.gov, or via fax at (202) 452-7793.