

**Records Management Improvement Program  
IT Staff Survey**

Name:

Job Title:

- System Administrator
- Lotus Notes Administrator

Organizational Unit:

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

1. My organization regularly backs up electronic records to safeguard against loss of information due to equipment malfunction or human error.

- Almost Always
- Most of the Time
- Often
- Occasionally
- Rarely
- Almost Never

2. My organization periodically reviews its vital records plan and updates it as necessary.

- Almost Always
- Most of the Time
- Often
- Occasionally
- Rarely
- Almost Never

3. Records disposition schedules are regularly employed.

- 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:

4. Electronic records are maintained and accessible to all users in electronic form.

- To a Great Extent

- Good
- Satisfactory
- Less than Satisfactory
- Insufficient
- Non-Existent

5. It can be demonstrated that an electronic record could not have been altered.

- To a Great Extent
- Good
- Satisfactory
- Less than Satisfactory
- Insufficient
- Non-Existent

6. All employees who use personal computers have received training and guidance in determining record status of documents that they create with office automation applications.

- To a Great Extent
- Good
- Satisfactory
- Less than Satisfactory
- Insufficient
- Non-Existent

7. All employees who use computers are trained in procedures to avoid the unintentional loss of records, including techniques for backing up files.

- To a Great Extent
- Good
- Satisfactory
- Less than Satisfactory
- Insufficient
- Non-Existent

8. Electronic recordkeeping systems provide a standard interchange format, when necessary, to permit the exchange of electronic documents between Bureau components and others.

- To a Great Extent
- Good
- Satisfactory
- Less than Satisfactory
- Insufficient
- Non-Existent

9. When records are maintained in technologically dependent forms (audio/visual, electronic or microform), the hardware and software required to access the records is maintained and available over the life cycle of the record.

- To a Great Extent
- Good
- Satisfactory
- Less than Satisfactory
- Insufficient
- Non-Existent

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

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. 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.

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. Each office or program has written guidance on what records, including electronic records, are to be created and maintained as, and the format of the official copy.

- 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. Accountability and responsibility for managing and preserving electronic records has been clearly assigned.

- 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. Procedural controls are in place for all electronic record keeping systems (magnetic and imaging), to protect the integrity of the records and their legal admissibility under the Federal Rules of Evidence.

- 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. 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.

17. When scanned, records data is properly indexed to a consistent data standard to allow use by multiple systems.

- 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. Metadata is incorporated into electronic records and is retained for as long as the records containing it are retained.

- 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 maintains data in the 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.

20. My organization is using XML (eXtensible Markup Language) to enable access to records over multiple platforms.

- 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.

21. 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.

22. 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](mailto:tweir@wo.blm.gov), or via fax at (202) 452-7793.**