1. Is there a person in your agency who is responsible for coordinating and overseeing the implementation of the records management program? (36 CFR 1220.34(a))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

2. Please provide the person's name, position title, and office.

Text Response
Helena Gilbert, Navy Records Officer Director DON/AA Directives & Records Management Division

3. Does your agency have a Senior Agency Official for Records Management (SAORM)? (If you are a component of a department, you may answer "Yes," even if this is not being done at the component level.)

#	Answer	Bar	Response	%
1	✗ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

4. Does your Agency Records Officer meet regularly (four or more times a year) with the SAORM to discuss the agency records management program's goals?

#	Answer	Bar	Response	%
1	✗ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

5. Does your agency have a network of designated employees within each program and administrative area who are assigned records management responsibilities? These individuals are often called Records Liaison Officers (RLOs), though their titles may vary. (36 CFR 1220.34(d))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
4	✓ Not applicable, agency has less than 100 employees		0	0%
5	✓ Not applicable, Department Records Officer - this is done at the component level		0	0%
	Total		1	

6. Does your agency have a documented and approved records management directive(s)? (36 CFR 1220.34(c))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✓ No, pending final approval		0	0%
3	✓ No, under development		0	0%
4	✗ No		0	0%
5	✗ Do not know		0	0%
	Total		1	

7. When was your agency's directive(s) last reviewed and/or revised to ensure it includes all new records management policy issuances and guidance?

#	Answer	Bar	Response	%
1	✓ FY 2018 - present		1	100%
2	✓ FY 2016 - 2017		0	0%
3	✓ FY 2014 - 2015		0	0%
4	✗ FY 2013 or earlier		0	0%
5	✗ Do not know		0	0%
6	✗ Not applicable, agency does not have a records management directive		0	0%
	Total		1	

8. Does your agency have internal records management training*, based on agency policies and directives, for employees assigned records management responsibilities? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal Records Officer Network (FRON) RM 101 course.

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, under development		0	0%
5	✗ Do not know		0	0%
6	✓ Not applicable, please explain		0	0%
	Total		1	

Not applicable, please explain

9. Has your agency developed mandatory internal, staff-wide, formal training*, based on agency policies and directives, covering records in all formats, including electronic communications such as email, text messages, chat, or other messaging platforms or apps, such as social media or mobile device applications, which helps agency employees and contractors fulfill their recordkeeping responsibilities?** (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal Records Officer Network (FRON) RM 101 course. **Components of departmental agencies may answer "Yes" if this is handled by the department. Department Records Officers may answer "Yes" if this is handled at the component level.

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

10. Does your agency require that all senior and appointed officials, including those incoming and newly promoted, receive training on the importance of appropriately managing records under their immediate control? (36 CFR 1220.34(f))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

11. Please add any additional comments about your agency for Section I: Activities. (Optional)

Text Response

12. In addition to your agency's established records management policies and records schedules, has your agency's records management program developed and implemented internal controls to ensure that all eligible, permanent agency records in all media are transferred to NARA according to approved records schedules? (36 CFR 1222.26(e)) **These controls must be internal to your agency. Reliance on information from external agencies (e.g., NARA's Federal Records Centers) or other organizations should not be considered when responding to this question. *Examples of records management internal controls include but are not limited to: · Regular briefings and other meetings with records creators · Monitoring and testing of file plans · Regular review of records inventories · Internal tracking database of permanent record authorities and dates

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

13. In addition to your agency's established policies and records schedules, has your agency developed and implemented internal controls to ensure that Federal records are not destroyed before the end of their retention period? (36 CFR 1222.26(e)) **These controls must be internal to your agency. Reliance on information from external agencies (e.g., NARA's Federal Records Centers) or other organizations should not be considered when responding to this question. *Examples of records management internal controls include but are not limited to: · Regular review of records inventories · Approval process for disposal notices from off-site storage · Require certificates of destruction · Monitoring shredding services · Performance testing for email · Monitoring and testing of file plans · Pre-authorization from records management program before records are destroyed · Ad hoc monitoring of trash and recycle bins · Notification from facilities staff when large trash bins or removal of boxes are requested · Annual records clean-out activities sponsored and monitored by records management staff

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

14. Does your agency evaluate, by conducting inspections/audits/reviews, its records management program to ensure that it is efficient, effective, and compliant with all applicable records management laws and regulations? (36 CFR 1220.34(j)) **For this question, your agency's records management program, or a major component of the program (e.g., vital records identification and management, the records disposition process, records management training, or the management of your agency's electronic records) must be the primary focus of the inspection/audit/review.

#	Answer	Bar	Response	%
1	✓ Yes, evaluations are conducted by the Records Management Program		0	0%
2	✓ Yes, evaluations are conducted by the Office of Inspector General		0	0%
3	✓ Yes, evaluations are conducted by the Records Management Program AND the Office of Inspector General		1	100%
4	✓ Yes, evaluations are conducted by:		0	0%
5	✗ No, please explain		0	0%
6	✗ Do not know		0	0%
	Total		1	

Yes, evaluations are conducted by:	No, please explain

15. How often does your agency conduct formal evaluations of a major component of your agency (i.e., programs or offices)?

#	Answer	Bar	Response	%
1	✓ Annually		1	100%
2	✓ Biennially		0	0%
3	✓ Once every 3 years		0	0%
4	✓ Ad hoc		0	0%
5	✗ Do not know		0	0%
6	✗ Not applicable, agency does not evaluate its records management program		0	0%
	Total		1	

16. Was a formal report written and subsequent plans of corrective action created and monitored for implementation as part of the most recent inspection/audit/review? (Choose all that apply)

#	Answer	Bar	Response	%
1	✗ Yes, formal report was written		1	100%
2	✗ Yes, plans of corrective action were created		0	0%
3	✗ Yes, plans of corrective action were monitored for implementation		0	0%
4	✗ No		0	0%
5	✗ Do not know		0	0%
6	✗ Not applicable, agency does not evaluate its records management program		0	0%

17. Has your agency established performance goals for its records management program? *Examples of performance goals include but are not limited to: · Identifying and scheduling all paper and non-electronic records by the end of FY 2018 · Developing computer-based records management training modules by the end of FY 2018 · Planning and piloting an electronic records management solution for email by the end of FY 2019 · Updating records management policies by the end of the year · Conducting records management evaluations of at least one program area each quarter

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ Pending final approval		0	0%
4	✓ Currently under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

18. Has your agency's records management program identified performance measures for records management activities such as training, records scheduling, permanent records transfers, etc.? *Examples of performance measures include but are not limited to: · Percentage of agency employees that receive records management training in a year · A reduction in the volume of inactive records stored in office space · Percentage of eligible permanent records transferred to NARA in a year · Percentage of records scheduled · Percentage of offices evaluated/inspected for records management compliance · Percentage of email management auto-classification rates · Development of new records management training modules · Audits of internal systems · Annual updates of file plans · Performance testing for email applications to ensure records are captured · Percentage of records successfully retrieved by Agency FOIA Officer in response to FOIA requests

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ Pending final approval		0	0%
4	✓ Currently under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

19. Does your agency's records management program have documented and approved policies and procedures that instruct staff on how your agency's permanent records in all formats must be managed and stored? (36 CFR 1222.34(e))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

20. Has your agency identified the vital records of all its program and administrative areas? (36 CFR 1223.16) *Components of departmental agencies may answer "Yes" if this is handled by the department.

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

21. How often does your agency review and update its vital records inventory? (36 CFR 1223.14)

#	Answer	Bar	Response	%
1	✓ Annually		1	100%
2	✓ Biennially		0	0%
3	✓ Once every 3 years		0	0%
4	✓ Ad hoc		0	0%
5	✗ Never		0	0%
6	✗ Do not know		0	0%
	Total		1	

22. Is your vital records plan part of the Continuity of Operations (COOP) plan?

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

23. Records needed to respond to a FOIA request are readily accessible and located by staff responsible for FOIA:

#	Answer	Bar	Response	%
1	✗ Always		0	0%
2	✗ Most of the time		0	0%
3	✗ Some of the time		1	100%
4	✗ Never		0	0%
5	✗ Do not know		0	0%
	Total		1	

24. At what point in the FOIA process does your agency inform requesters of the Office of Government Information Services' (OGIS) dispute resolution services? (Choose all that apply)

#	Answer	Bar	Response	%
1	When there is an adverse determination		1	100%
2	When notifying the requester that the agency needs more than 10 additional days to process a request		1	100%
3	When responding to the requester's appeal		1	100%
4	Never		0	0%
5	Do not know		0	0%
6	Other, please explain		0	0%

Other, please explain

25. How often does the FOIA program submit to agency leadership reports on such measures as pending requests and backlog?

#	Answer	Bar	Response	%
1	Annually		0	0%
2	Quarterly		0	0%
3	Monthly		0	0%
4	Weekly		0	0%
5	Never		0	0%
6	Other, please explain		1	100%
	Total		1	

Other, please explain

Submit both quarterly & annually

26. Do your agency's employee performance work plans and appraisals include FOIA performance measures for non-FOIA professionals to ensure compliance with the requirements of FOIA? (Note: The 2016-2018 term of the Freedom of Information Act Advisory Committee endorsed inclusion of FOIA performance standards in Federal employee evaluations and work plans government-wide.)

#	Answer	Bar	Response	%
1	Yes		0	0%
2	No, please explain		0	0%
3	Do not know		1	100%
	Total		1	

No, please explain

27. Does your agency have procedures for preparing documents for posting on FOIA reading rooms? (Note: The FOIA Improvement Act of 2016 amended Section 3102 of the Federal Records Act, 44 U.S.C., to include a requirement that agencies establish "procedures for identifying records of general interest or use to the public that are appropriate for public disclosure, and for posting such records in a publicly accessible electronic format." This requirement is now included in 5 U.S.C. 552(a)(2).)

#	Answer	Bar	Response	%
1	Yes		1	100%
2	No		0	0%
3	Do not know		0	0%
	Total		1	

28. Who is responsible for preparing the documents for posting? (Choose all that apply)

#	Answer	Bar	Response	%
1	FOIA staff		1	100%
2	Program staff		0	0%
3	IT/web staff		0	0%
4	Other, please explain		0	0%
5	Do not know		0	0%

Other, please explain

29. Please add any additional comments about your agency for Section II: Oversight and Compliance. (Optional)

Text Response

30. When was the last time your agency submitted a records schedule to NARA for approval? (36 CFR 1225.10)

#	Answer	Bar	Response	%
1	FY 2017 - 2018		1	100%
2	FY 2015 - 2016		0	0%
3	FY 2013 - 2014		0	0%
4	FY 2011 - 2012		0	0%
5	FY 2010 or earlier		0	0%
6	Do not know		0	0%
	Total		1	

31. Are records and information in your agency managed throughout the lifecycle [creation/capture, classification, maintenance, retention, and disposition] by being properly identified, classified using a taxonomy, inventoried, and scheduled? (36 CFR 1222.34, 36 CFR 1224.10, and 36 CFR 1225.12)

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✓ To some extent		0	0%
3	✗ No		0	0%
4	✗ Do not know		0	0%
	Total		1	

32. Are records and information in your agency easily retrievable and accessible when needed for agency business? (36 CFR 1220.32(c))

#	Answer	Bar	Response	%
1	✓ All records are easily retrievable and accessible when needed		1	100%
2	✓ Most records can be retrieved and accessed in a timely manner		0	0%
3	✓ Some records can be retrieved and accessed in a timely manner		0	0%
4	✗ No		0	0%
5	✗ Do not know		0	0%
	Total		1	

33. Does your agency disseminate every approved disposition authority (including newly approved records schedules and General Records Schedule items) to agency staff within six months of approval? (36 CFR 1226.12(a))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

34. In addition to your agency's records management policies and records schedules, has your agency developed and implemented internal controls to ensure that all permanent records are created/captured, classified, filed and managed according to their NARA-approved records schedules? (36 CFR 1220.34(i))

#	Answer	Bar	Response	%
1	✗ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

35. Did your agency transfer permanent non-electronic records to NARA during FY 2018? (36 CFR 1235.12)

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No - No records were eligible for transfer during FY 2018		0	0%
4	✓ No - New agency, records are not yet old enough to transfer		0	0%
5	✓ No - My agency does not have any permanent non-electronic records		0	0%
6	✗ Do not know		0	0%
7	✗ Other, please explain		0	0%
	Total		1	

Other, please explain

36. Did your agency transfer permanent electronic records to NARA during FY 2018? (36 CFR 1235.12)

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No - No electronic records/systems were eligible for transfer during FY 2018		0	0%
4	✓ No - New agency, electronic records/systems are not old enough to transfer		0	0%
5	✓ No - My agency does not have any permanent electronic records		0	0%
6	✗ Do not know		0	0%
7	✗ Other, please explain		0	0%
	Total		1	

Other, please explain

37. Does your agency conduct and document for accountability purposes training and/or other briefings as part of the on-boarding process for senior officials on their records management roles and responsibilities, including the appropriate disposition of records and the use of personal and unofficial email accounts? (36 CFR 1222.24(a)(6) and 36 CFR 1230.10(a & b))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✓ Yes, but not documented		0	0%
3	✗ No		0	0%
4	✗ Do not know		0	0%
5	✓ Not applicable, please explain		0	0%
	Total		1	

Not applicable, please explain

38. Is the Agency Records Officer and/or Senior Agency Official for Records Management involved in on-boarding briefings or other processes for newly appointed senior officials?

#	Answer	Bar	Response	%
1	✗ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

39. Does your agency conduct and document for accountability purposes exit briefings for departing senior officials on the appropriate disposition of the records, including email, under their immediate control? (36 CFR 1222.24(a)(6) and 36 CFR 1230.10(a & b))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✓ Yes, but not documented		0	0%
3	✗ No		0	0%
4	✗ Do not know		0	0%
5	✓ Not applicable, please explain		0	0%
	Total		1	

Not applicable, please explain

40. Is the Agency Records Officer and/or Senior Agency Official for Records Management involved in exit briefings or other exit clearance processes for departing senior officials?

#	Answer	Bar	Response	%
1	✗ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

41. Does the exit or separation process for departing senior officials include records management program staff or other designated official(s) reviewing and approving the removal of personal papers and copies of records by those senior officials? (36 CFR 1222.24(a)(6))

#	Answer	Bar	Response	%
1	✗ Yes		1	100%
2	✗ No, please explain		0	0%
3	✗ Do not know		0	0%
	Total		1	

No, please explain

42. Please add any additional comments about your agency for Section III: Records Disposition. (Optional)

Text Response

43. Has your agency incorporated and/or integrated internal controls to ensure the reliability, authenticity, integrity, and usability of agency electronic records maintained in electronic information systems? (36 CFR 1236.10)

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✓ To some extent		0	0%
3	✗ No		0	0%
4	✗ Do not know		0	0%
5	✓ Not applicable, please explain		0	0%
	Total		1	

Not applicable, please explain

44. Does your agency have documented and approved procedures to enable the migration of records and associated metadata to new storage media or formats so that records are retrievable and usable as long as needed to conduct agency business and to meet NARA-approved dispositions? (36 CFR 1236.20(b)(6))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

45. Does your agency maintain an inventory of electronic information systems that indicates whether or not each system is covered by an approved NARA disposition authority? (36 CFR 1236.26(a))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No, please explain		0	0%
3	✗ Do not know		0	0%
	Total		1	

No, please explain

46. Does your agency ensure that records management functionality, including the capture, retrieval, and retention of records according to agency business needs and NARA-approved records schedules, is incorporated into the design, development, and implementation of its electronic information systems? (36 CFR 1236.12) *Components of departmental agencies may answer "Yes" if this is handled by the department.

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No, please explain		0	0%
3	✗ Do not know		0	0%
4	✓ Not applicable, please explain		0	0%
	Total		1	

No, please explain	Not applicable, please explain

47. Does your agency's records management program staff participate in the design, development, and implementation of new electronic information systems?

#	Answer	Bar	Response	%
1	✗ Yes		1	100%
2	✗ To some extent		0	0%
3	✗ No, please explain		0	0%
4	✗ Do not know		0	0%
5	✗ Not applicable, please explain		0	0%
	Total		1	

No, please explain	Not applicable, please explain

48. Which of these activities does your agency's records management program staff participate in to ensure that records requirements are part of the recommended solution? (Choose all that apply)

#	Answer	Bar	Response	%
1	✗ Participate in review and acceptance of proposals for new systems		1	100%
2	✗ Participate as stakeholder in requirements gathering		1	100%
3	✗ Participate as stakeholder in the design phase		1	100%
4	✗ Participate as stakeholder in the development phase including testing the system		1	100%
5	✗ Provide sign off authority for the implementation of new systems		0	0%
6	✗ Monitor system for adherence to standards, policies, and procedures		1	100%
7	✗ Provide information only		0	0%
8	✗ Do not know		0	0%
9	✗ Other, please explain		0	0%

Other, please explain

49. Does your agency have documented and approved policies requiring permanent electronic records be managed in an electronic format for eventual transfer to NARA?

#	Answer	Bar	Response	%
1	✕ Yes		1	100%
2	✕ No		0	0%
3	✕ No, pending final approval		0	0%
4	✕ No, under development		0	0%
5	✕ Do not know		0	0%
	Total		1	

50. Do the policies include requirements for preserving records until eligible for transfer to NARA?

#	Answer	Bar	Response	%
1	✕ Yes		1	100%
2	✕ No		0	0%
3	✕ Do not know		0	0%
	Total		1	

51. Does your agency have a process or strategy for managing permanent electronic records, and related metadata, in an electronic form?

#	Answer	Bar	Response	%
1	✕ Yes		1	100%
2	✕ No		0	0%
3	✕ No, pending final approval		0	0%
4	✕ No, under development		0	0%
5	✕ Do not know		0	0%
	Total		1	

52. Does your agency have documented and approved policies against unauthorized use, alteration, alienation or deletion of all electronic records?

#	Answer	Bar	Response	%
1	✕ Yes		1	100%
2	✕ No		0	0%
3	✕ No, pending final approval		0	0%
4	✕ No, under development		0	0%
5	✕ Do not know		0	0%
	Total		1	

53. Does your agency have a digitization strategy to reformat permanent records created in hard copy or other analog formats (e.g., microfiche, microfilm, analog video, and analog audio)?

#	Answer	Bar	Response	%
1	Yes		1	100%
2	To some extent		0	0%
3	No		0	0%
4	Do not know		0	0%
	Total		1	

54. Does your agency use cloud services for any of the following? (Choose all that apply)

#	Answer	Bar	Response	%
1	Email		0	0%
2	Communication tools other than email (calendars, messaging apps, etc..)		0	0%
3	Administrative functions such as payroll, purchasing, and financial management		0	0%
4	Mission/program-related functions		0	0%
5	Customer Relationship Management		0	0%
6	Case management		0	0%
7	Office tools/software		0	0%
8	Streaming services		0	0%
9	Other, please explain		1	100%
10	My agency does not use cloud services		0	0%
11	Do not know		0	0%

Other, please explain

Not at this time but plans are to in the future

55. Does your agency have documented and approved policies for cloud service use that includes recordkeeping requirements and handling of Federal records?

#	Answer	Bar	Response	%
1	Yes		1	100%
2	No		0	0%
3	No, pending final approval		0	0%
4	No, under development		0	0%
5	Do not know		0	0%
6	Not applicable, my agency does not use cloud services		0	0%
	Total		1	

56. Does your agency have documented and approved policies and procedures in place to manage email records that have a retention period longer than 180 days? (36 CFR 1236.22)

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No, please explain		0	0%
3	✗ Do not know		0	0%
	Total		1	

No, please explain

57. Does your agency have documented and approved policies and procedures to implement the guidelines for the transfer of permanent email records to NARA described in NARA Bulletin 2018-01: Format Guidance for the Transfer of Permanent Electronic Records – Appendix A: Tables of File Formats, Section 9 - Email? (36 CFR 1236.22(e))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

58. Does your agency have documented and approved policies that address when employees have more than one agency-administered email account that states that email records must be preserved in an appropriate agency recordkeeping system? (36 CFR 1236.22) *Examples of business needs may include but are not limited to: · Using separate accounts for public and internal correspondence · Creating accounts for a specific agency initiative which may have multiple users · Using separate accounts for classified information and unclassified information

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

59. Does your agency have documented and approved policies that address the use of personal email accounts, whether or not allowed, that state that all emails created and received by such accounts must be preserved in an appropriate agency recordkeeping system and that a complete copy of all email records created and received by users of these accounts must be forwarded to an official electronic messaging account of the officer or employee no later than 20 days after the original creation or transmission of the record? (36 CFR 1236.22(b) and P.L. 113-187)

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, under development		0	0%
5	✗ Do not know		0	0%
	Total		1	

60. Does your agency's email system(s) retain the intelligent full names on directories or distribution lists to ensure identification of the sender and addressee(s) for those email messages that are Federal records? (36 CFR 1236.22(a)(3))

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

61. What method(s) does your agency employ to capture and manage email records? (Choose all that apply)

#	Answer	Bar	Response	%
1	✗ Captured and stored in an email archiving system		0	0%
2	✗ Captured and stored in an electronic records management system		1	100%
3	✗ Captured and stored as personal storage table (.PST) files		0	0%
4	✗ Print and file		0	0%
5	✗ Not captured and email is managed by the end-user in the native system		0	0%
6	✗ Other, please be specific:		0	0%

Other, please be specific:

62. What percentage of your email systems are cloud-based solutions?

#	Answer	Bar	Response	%
1	✗ 100%		0	0%
2	✗ 75%		0	0%
3	✗ 50%		0	0%
4	✗ 25%		0	0%
5	✗ Less than 25%		0	0%
6	✗ My agency does not use cloud services for email		1	100%
7	✗ Do not know		0	0%
	Total		1	

63. Does your agency evaluate, monitor, or audit staff compliance with the agency's email preservation policies? (36 CFR 1220.18)

#	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	✗ No		0	0%
3	✗ Do not know		0	0%
	Total		1	

64. How often does your agency evaluate, monitor, or audit staff compliance with the agency's email preservation policies?

#	Answer	Bar	Response	%
1	✗ Annually		1	100%
2	✗ Biennially		0	0%
3	✗ Once every 3 years		0	0%
4	✗ Ad hoc		0	0%
5	✗ Do not know		0	0%
	Total		1	

65. Does your agency have documented and approved policies and procedures in place to manage electronic messages including text messages, chat/instant messages, voice messages, and messages created in social media tools or applications?

#	Answer	Bar	Response	%
1	Yes		0	0%
2	No		1	100%
3	No, pending final approval		0	0%
4	No, under development		0	0%
5	Do not know		0	0%
6	Other, please explain		0	0%
	Total		1	

Other, please explain

66. In which of the following areas does your agency have challenges with managing permanent electronic records, and related metadata, in an electronic form? (Choose all that apply)

#	Answer	Bar	Response	%
1	Email		1	100%
2	Communication tools other than email (calendars, messaging apps, etc.)		0	0%
3	Administrative functions such as payroll, purchasing, and financial management		0	0%
4	Mission/program-related functions		0	0%
5	Customer Relationship Management		0	0%
6	Case management		0	0%
7	Office tools/software		0	0%
8	Streaming services		0	0%
9	Other, please explain		0	0%
10	My agency does not have challenges managing permanent electronic records and related metadata		0	0%
11	Do not know		0	0%

Other, please explain

67. Please add any additional comments about your agency for Section IV: Electronic Records. (Optional)

Text Response

68. How many full-time equivalents (FTE) are in your agency/organization?

#	Answer	Bar	Response	%
1	✕ 500,000 or more FTEs		0	0%
2	✕ 100,000 – 499,999 FTEs		1	100%
3	✕ 10,000 – 99,999 FTEs		0	0%
4	✕ 1,000 – 9,999 FTEs		0	0%
5	✕ 100 – 999 FTEs		0	0%
6	✕ 1 – 99 FTEs		0	0%
7	✕ Not Available		0	0%
	Total		1	

69. What other staff, offices, or program areas did you consult when you completed this self-assessment? (Choose all that apply)

#	Answer	Bar	Response	%
1	✕ Senior Agency Official		1	100%
2	✕ Office of the General Counsel		1	100%
3	✕ Program Managers		1	100%
4	✕ FOIA Officer		1	100%
5	✕ Information Technology staff		1	100%
6	✕ Records Liaison Officers or similar		1	100%
7	✕ Administrative staff		1	100%
8	✕ Other, please be specific:		0	0%
9	✕ None		0	0%

Other, please be specific:

70. How much time did it take you to gather the information to complete this self-assessment?

#	Answer	Bar	Response	%
1	✕ Under 3 hours		0	0%
2	✕ More than 3 hours but less than 6 hours		0	0%
3	✕ More than 6 hours but less than 10 hours		0	0%
4	✕ Over 10 hours		1	100%
	Total		1	

71. Did your agency's senior management review and concur with your responses to the 2018 Records Management Self-Assessment?

#	Answer	Bar	Response	%
1	✕ Yes		1	100%
2	✕ No		0	0%
3	✕ Do not know		0	0%
	Total		1	

72. Please provide your contact information.

Name:	Agency, Bureau, or Office:	Job Title:	Email Address:	Phone Number:
Helena Gilbert	Navy	Agency Records Officer/Director DRMD	[redacted]mil	703-693-9932

73. Are you the Agency Records Officer?

#	Answer	Bar	Response	%
1	✕ Yes		1	100%
2	✕ No		0	0%
	Total		1	

74. Please provide the Agency Records Officer's contact information.

Name:	Email Address:	Phone Number:

75. Does your agency use your Records Management Self-Assessment scores to measure the effectiveness of the records management program?

#	Answer	Bar	Response	%
1	✕ Yes		1	100%
2	✕ No		0	0%
3	✕ Do not know		0	0%
4	✕ Comments (Optional): (Please include in your comments how you use the Records Management Self-Assessment.)		0	0%

Comments (Optional): (Please include in your comments how you use the Records Management Self-Assessment.)

76. Do you have any suggestions for improving the Records Management Self-Assessment next year?

Text Response

77. Q_URL

Value	Total
https://archives.qualtrics.com/jfe/form/SV_6JbFtEoKyZRZ7md?Q_DL=9WwbtNGxwQb5Zu5_6JbFtEoKyZRZ7md_MLRP_07YLCEbdEenvcCF&Q_CHL=email	1

78. SSID

Value	Total

79. Score

Statistic	Value
Mean Score	100.00
Score Standard Deviation	0.00
Weighted Mean of Items	1.25
Weighted Standard Deviation of Items	1.47
Items	80.00