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1. Southeastern Power Administration
2. Yes. Southeastern has increased the number of employees with electronic PIV card signature capability. Southeastern has also implemented a new system for Administrator correspondence to capture all correspondence from the Administrator during maximum telework.
3. No. Southeastern is a small agency which mainly still remains with a paper filing system. Southeastern is upgrading Office 365 in order to enable the beginning of a transition to electronic records management.
4. Yes. Southeastern has made progress towards the goal but lack of access to the paper files for the last 12 months has made transition steps extremely difficult. A transition to electronic records will not be possible without physical access to the files. Currently, there are no employees regarding records management with access to the files for significant period of time. Once restrictions are lifted, Southeastern will be able to continue with the conversion. Currently SEPA maintain an Intranet site as a depository for electronic records.
5. Yes. See answer to #4.
6. Yes. Southeastern has upgraded Microsoft Office 365 from version G3 to G5 in order to enhance our records management system.
7. No. We do not currently plan to use commercial storage facilities.
8. Yes. Currently all correspondence under Administrator are required to be forwarded to one of two administrative assistants. All of those records are to be captured digitally and forwarded to Records Management.
9. Yes. As stated in answer #4, Southeastern will not be able to complete a transition without physical access to the files for significant amounts of time.
10. No.