

Welcome to the **2011 E-Records Semi-Annual Status Report on Scheduling Electronic Records**. The report consists of three questions concerning your agency's electronic records and electronic records series.

The numbers you enter will be used to calculate your agency's total number of electronic systems or series, total number of scheduled electronic systems or series, total number that have schedules pending with NARA, and the total number of unscheduled electronic systems or series. Do not include electronic systems or series that do not contain records.

Your agency's percent of unscheduled systems will be calculated by adding the number of scheduled systems (question 2) and systems with pending schedules (question 3) and taking that as a percentage of your total number of systems (question 1). For example if you report 100 total systems, 50 systems scheduled, and 10 systems with schedules pending, your agency's percentage of unscheduled systems would be 40%.

It is important that your answers are complete and accurate. You will be able to print your completed report once it has been submitted. If you have any questions, please contact Angela Dorsey at (301) 837-1754 or angela.dorsey@nara.gov

- 1.) How many electronic records systems or series does your agency have not including those that do not contain records?
- 2.) How many of your agency's electronic systems or series are scheduled by NARA approved schedules?
- 3.) How many of your agency's electronic systems or series have schedules submitted to NARA and Pending Approval?

Name:

Agency, Bureau, or Office:

Address:

Address 2:

City/Town:

State:

Zip/Postal Code:

E-Mail Address:

Phone Number:

If you have not already done so, please submit your agency's Electronic Records Scheduling Activities Report to your designated NARA appraisal archivist or records management contact by September 30, 2011, as specified by NARA Memorandum to Federal Agency Records Officers AC 10.2011 (<http://www.archives.gov/records-mgmt/memos/ac10-2011.html>). A list of the appraisal and scheduling work group and regional contacts is posted on the NARA web site at <http://www.archives.gov/records-mgmt/appraisal/index.html>.