

Updated on Jan.24, 2007  
**National Archives and Records Administration**  
**Federal RM Training Certificate Impact Survey (Form A)**

Welcome! You recently participated in NARA's Records Management Training Program, and we are interested in your records management activities since that training. Your answers will help us determine the benefits of training to job performance for a variety of Federal employees and will provide us important information in revising our curriculum. Your responses are confidential and will be treated only in aggregate form. The survey should take only a few minutes to complete.

**For items 1-30, please identify how often you have practiced or plan to practice the following records management activities in your agency.**

- |   | Often | Sometimes | Seldom | Never | Not Applicable<br>To My Job |
|---|-------|-----------|--------|-------|-----------------------------|
| 1) In the past 6 months, I have determined recordkeeping requirements for my agency.                        |       |           |        |       |                             |
| 2) In the coming year, I plan to determine recordkeeping requirements for my agency.                        |       |           |        |       |                             |
| 3) In the past 6 months, I have gathered information about records for efficient filing.                    |       |           |        |       |                             |
| 4) In the coming year, I plan to gather information about records for efficient filing.                     |       |           |        |       |                             |
| 5) In the past 6 months, I have identified strategies for satisfying electronic recordkeeping requirements. |       |           |        |       |                             |
| 6) In the coming year, I plan to identify strategies for satisfying electronic recordkeeping requirements.  |       |           |        |       |                             |
| 7) In the past 6 months, I have gathered information about records for preparing a records schedule.        |       |           |        |       |                             |
| 8) In the coming year, I plan to gather information about records for preparing a records schedule.         |       |           |        |       |                             |
| 9) In the past 6 months, I have applied the General Records Schedule to appropriate administrative records. |       |           |        |       |                             |
| 10) In the coming year, I plan to apply the General Records Schedule to appropriate administrative records. |       |           |        |       |                             |
| 11) In the past 6 months, I have developed disposition instructions for records based on agency needs.      |       |           |        |       |                             |

- 12) In the coming year, I plan to develop disposition instructions for records based on agency needs.
- 13) In the past 6 months, I have interpreted disposition instructions from many types of records schedules
- 14) In the coming year, I plan to interpret disposition instructions from many types of records schedules.
- 15) In the past 6 months, I have determined when and how to transfer records to off-site storage.
- 16) In the coming year, I plan to determine when and how to transfer records to off-site storage.
- 17) In the past 6 months, I have transferred permanent records (paper or electronic) to the National Archives.
- 18) In the coming year, I plan to transfer permanent records (paper or electronic) to the National Archives.
- 19) In the past 6 months, I have identified and assessed records management risks within my agency's program.
- 20) In the coming year, I plan to identify and assess records management risks within my agency's program.
- 21) In the past 6 months, I have prioritized risks and developed mitigation strategies.
- 22) In the coming year, I plan to prioritize risks and develop mitigation strategies.
- 23) In the past 6 months, I have evaluated current recordkeeping practices within my Federal agency.
- 24) In the coming year, I plan to evaluate current recordkeeping practices within my Federal agency.
- 25) In the past 6 months, I have analyzed need for using external resources to assist with my agency.
- 26) In the coming year, I plan to analyze need for using external resources to assist with my agency.
- 27) In the past 6 months, I have marketed and promoted the records management program for my agency.

28) In the coming year, I plan to market and promote the records management program for my agency.

29) In the past 6 months, I have established an effective training program for all levels of personnel.

30) In the coming year, I plan to establish an effective training program for all levels of personnel.

---

**For items 31-33, please rate your agreement to the following statements regarding the value of the Certificate program.**

31) Based on recent performance appraisal or discussion with my supervisor(s), I find the NARA Certificate program very valuable to my career development.

*Strongly Agree*                      *Agree*                      *Disagree*                      *Strongly Disagree*

32) I am very confident in performing the records management activities listed above.

*Strongly Agree*                      *Agree*                      *Disagree*                      *Strongly Disagree*

33) I am highly capable of helping others perform the records management activities listed above.

*Strongly Agree*                      *Agree*                      *Disagree*                      *Strongly Disagree*

---

34) Rate the support you received from your agency in completing the NARA Certificate program.

*Highly Supportive*              *Somewhat Supportive*              *Rarely Supportive*              *Not Supportive At All*

35) How many years of working experience in records management do you have?

- New to records management
- 1-3 years
- 4-6 years
- 7-10 years
- More than 10 years

36) What is the one best description of your duties?

- File Clerk
- IT Staff
- IT Manager
- Legal Council
- Program Manager
- Project Manager
- Records Custodian
- Records Liaison
- Records Manager
- Other