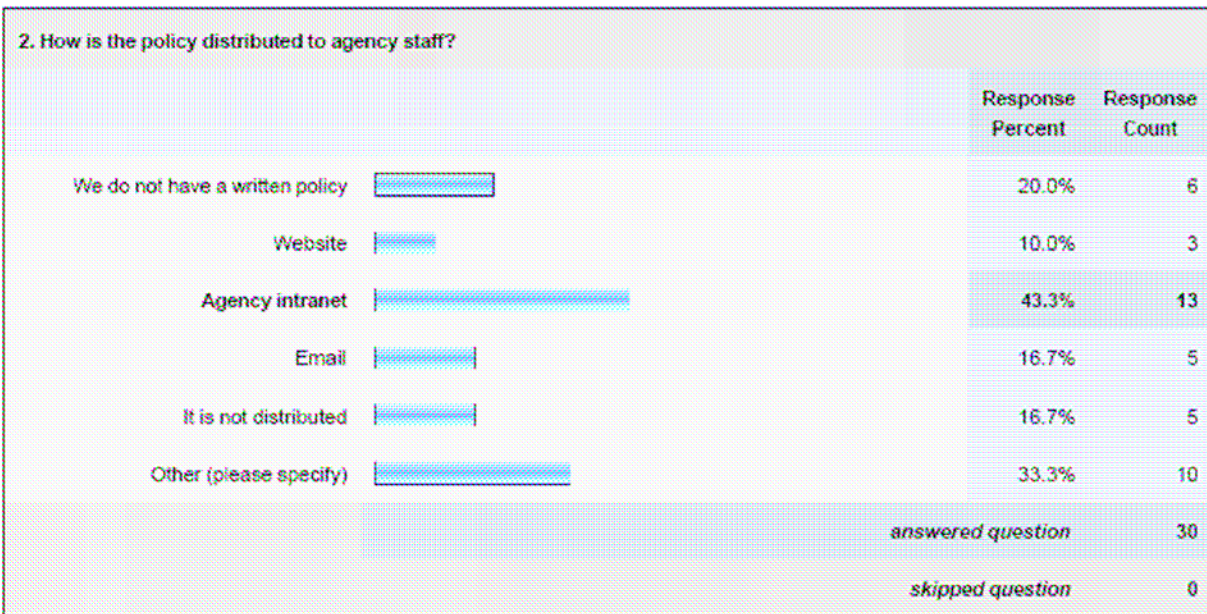
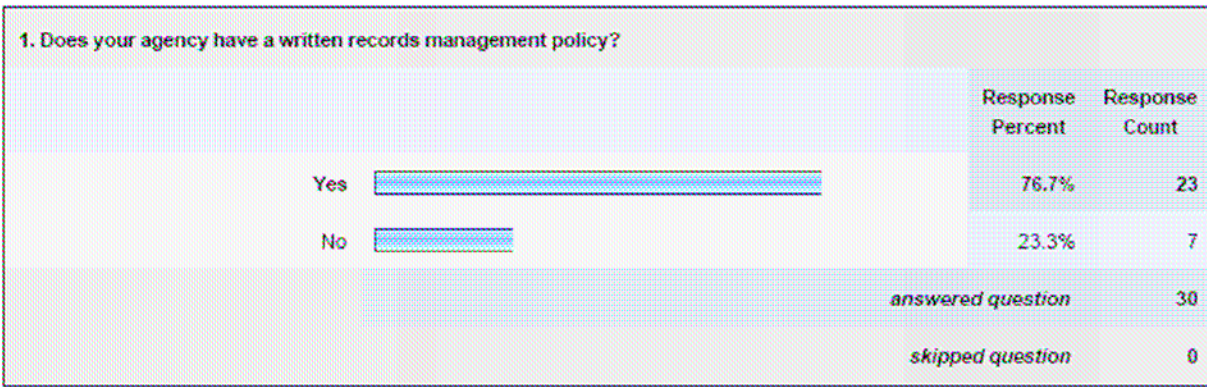


State Agency Records Management Program Survey

Sponsored and conducted by the Wisconsin Public Records Board
April 2009



Question #2, "Other" responses

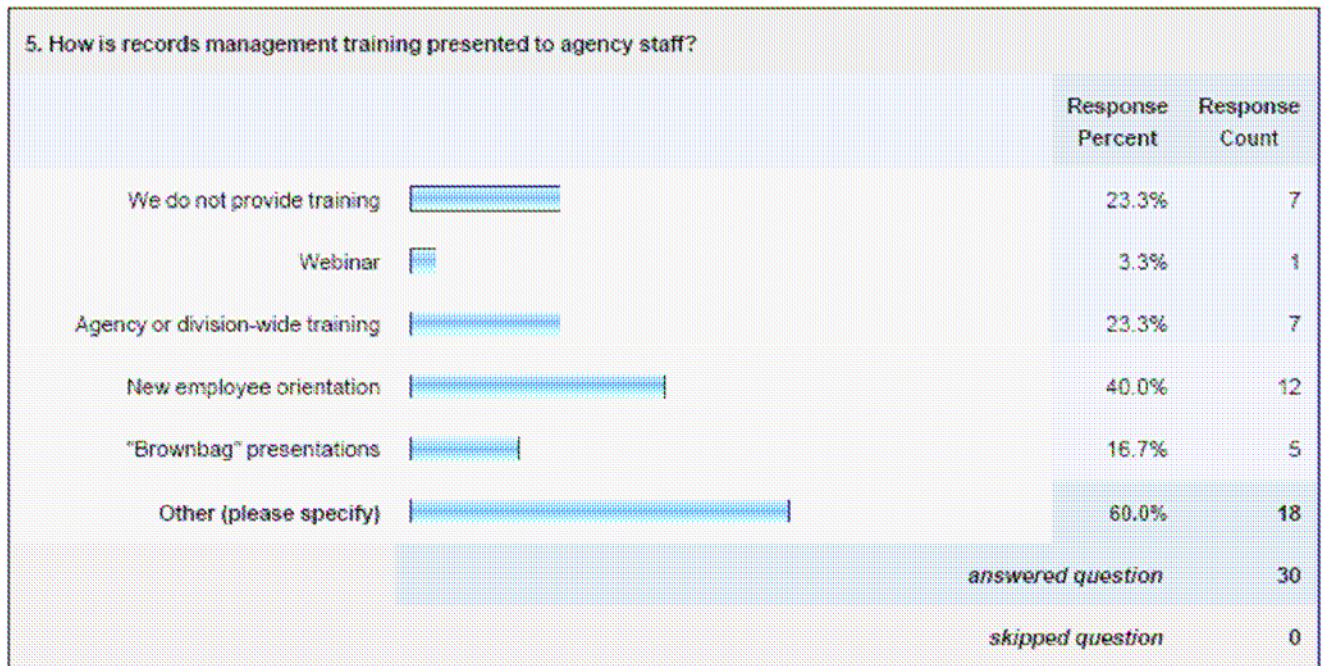
1. Quarterly training and incorporated into other policy statements for electronic records and e-mail
2. The RDAs are used and that represents our written record management policy
3. We are a new agency, and as such, we are relying on legacy agency policies and procedures. New agency policy and records management plans are in development, when finished they will be posted on the agency web
4. Initial Hard Copy
5. Employee Manual, WEB, Intranet, Bulletin Boards
6. Provided to new employees during orientation sessions.
7. It is a lab wide SOP.
8. We do have an open records policy published on intranet
9. Policies are placed on a specific drive, anyone in the agency may look at them.
10. New Employee Orientation & Dept Mgt Meetings

3. When was the last time the policy was reviewed and updated?

	Response Percent	Response Count
Within the last twelve months	27.6%	8
Between the last twelve and twenty-four months	10.3%	3
More than twenty-four months ago	41.4%	12
We do not have a written policy	20.7%	6
<i>answered question</i>		29
<i>skipped question</i>		1

4. Does your agency provide records management training to your employees?

	Response Percent	Response Count
Yes	53.3%	16
No	46.7%	14
<i>answered question</i>		30
<i>skipped question</i>		0



Question #5 "Other" responses

1. Incorporated into other department initiatives i.e. e-mail, archive manager
2. It's provided on an "as requested" basis.
3. 1:1 training with Rec. Off. And within division
4. We are a new agency, and as such, we are relying on legacy agency policies and procedures. New agency training will be developed as part of the overall records management plans which are in development.
5. Answer questions as they arise-as needed
6. Military Schooling
7. Individual training and DOA seminars
8. The approach is mixed and does not reach all staff
9. Records Management Page on Intranet
10. As needed if rules change or RDA's modified
11. Leadership Development Program (LDP) Info Sessions
12. Procedures and guidelines are posted on intranet and staff teach new hires
13. We work with staff as issues arise
14. Open records portion of records management only
15. Required employees are trained
16. Media site
17. we provide an open records guide to employees
18. As needed to new employees not with orientation

6. How often is records management training provided to agency staff?			
		Response Percent	Response Count
We do not provide training		33.3%	10
Quarterly		6.7%	2
Bi-annually		6.7%	2
Annually		3.3%	1
Other (please specify)		50.0%	15
<i>answered question</i>			30
<i>skipped question</i>			0

Question #6 “Other” responses

1. As changes to policy dictate
2. Currently the Records Officer position is vacant, so no training is being provided. The IT Systems Services Section Chief is acting in that position. Our request for an exemption to hire a Records Officer was denied by DOA.
3. As requested, or when new employee starts
4. We are a new agency, and as such, we are relying on legacy agency policies and procedures. New agency records management plans which are in development will specify the training expectations including frequency objectives.
5. As needed when new employees start
6. As positions are filled
7. As needed
8. Sporadic, possibly annually
9. Upon hiring
10. As issues arise
11. Annually or as needed when changes to policy are made
12. Open records - several times in last few years
13. As needed
14. Quarterly @ New Employee Orientations & Monthly for Division Records Managers
15. As needed

7. Does your agency have a website devoted solely to records management?

	Response Percent	Response Count
Yes 	23.3%	7
No 	76.7%	23
<i>answered question</i>		30
<i>skipped question</i>		0

8. Does the records management website contain records retention schedules?

	Response Percent	Response Count
Yes 	30.0%	9
No 	10.0%	3
We do not have a records management website 	60.0%	18
<i>answered question</i>		30
<i>skipped question</i>		0

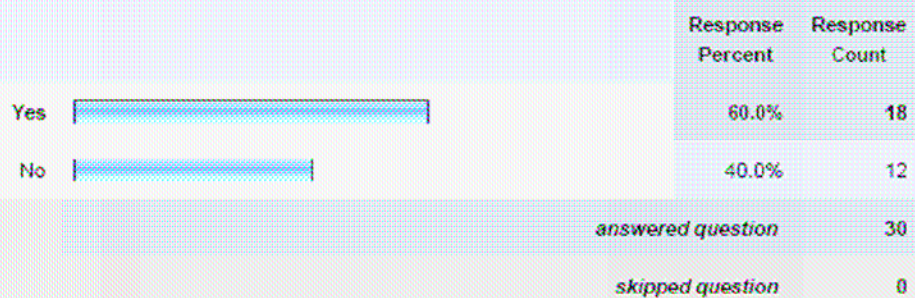
9. What percentage of your agency records disposition schedules are current?



10. Is records management a part of your agency's strategic planning?



11. Is there a reporting mechanism to alert and inform senior management of current and emerging records issues?

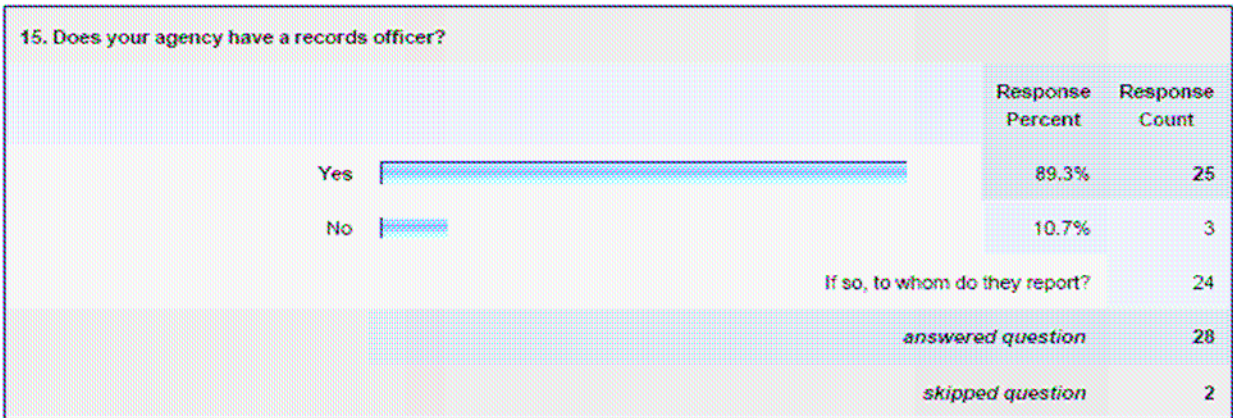
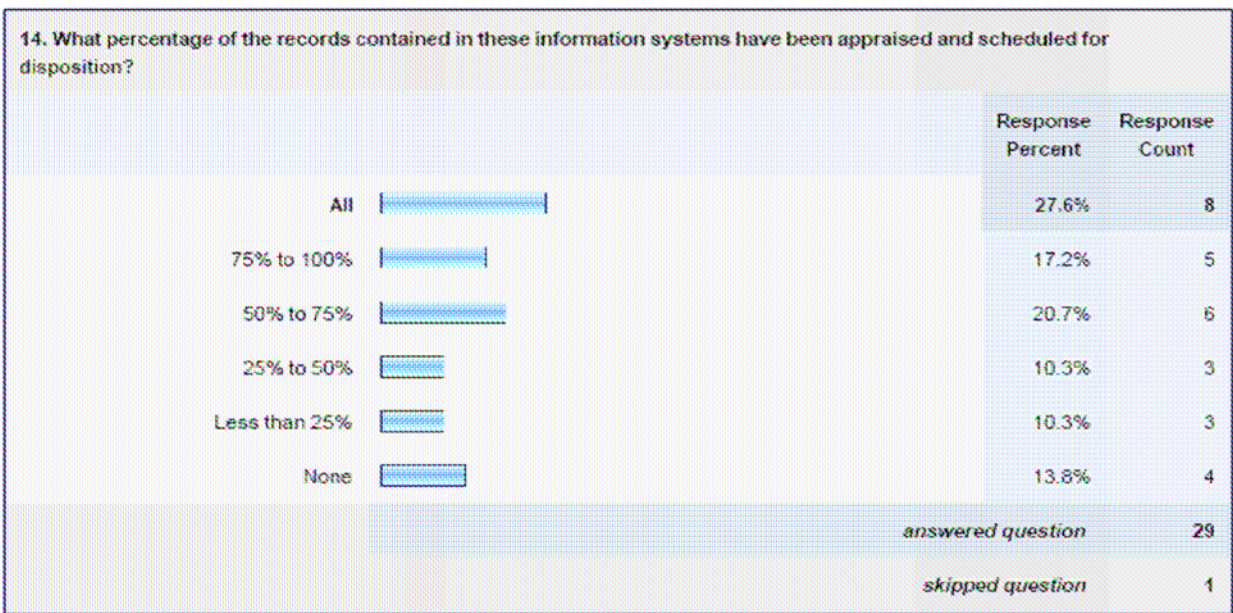


12. Are records management staff consulted and/or included in the planning of information systems or major technological upgrades?

	Response Percent	Response Count
Always	20.0%	6
Often	33.3%	10
Sometimes	33.3%	10
Never	13.3%	4
<i>answered question</i>		30
<i>skipped question</i>		0


13. Have the information systems that produce business records for your agency been identified?

	Response Percent	Response Count
Yes	82.8%	24
No	17.2%	5
<i>answered question</i>		29
<i>skipped question</i>		1



Question #15, To Whom Does the Record Officer Report

1. Deputy Secretary
2. Bureau Director, Office of Facilities Operations
3. IT Bureau Director
4. IT Director
5. Director
6. Division Administrator Division of Management Services
7. Agency Head
8. Director of Information Management
9. Division Administrator
10. Agency Head
11. Deputy Director
12. Management Services Division Administrator
13. Agency Head
14. IT Management / Department CIO
15. Agency Director
16. Laboratory Director
17. Budget and Policy Manager
18. COO
19. Bureau Director
20. Supervisor
21. Deputy Secretary
22. IT Director
23. Division Administrator
24. Office Associate

16. Is there money in the budget for the professional development of your records officer?			
		Response Percent	Response Count
Yes		50.0%	15
No		50.0%	15
<i>answered question</i>			30
<i>skipped question</i>			0

17. Does the records officer participate in professional development seminars or professional conferences?			
		Response Percent	Response Count
Yes		51.7%	15
No		48.3%	14
<i>answered question</i>			29
<i>skipped question</i>			1