

**ATTACHMENT C**  
**DEPARTMENTAL EVALUATION AND SITE VISIT PROTOCOL**

1. The Departmental Records Officer will provide in writing to the PRO a 60 day notice of intent to evaluate, along with site(s) to be visited and areas to be examined.
2. The PRO will notify sites to be visited and coordinate mutually agreeable dates with the Departmental Records Officer.
3. The PRO will provide an overview of the organization's Records Management Program and make summaries of assessments available for review prior to the evaluation.
4. The PRO will highlight changes made to the program and future plans for improvement.
5. Field site visits may be accompanied by the PRO and shall not exceed three days unless specified in writing.
6. Field sites will provide an overview of:
  - The general work of the site
  - Federal and Control Records Programs
  - Records storage facilities
  - Current initiatives
  - Issues and challenges.
7. Field sites may be asked to provide a tour of:
  - The site
  - Records storage facilities
  - Central file areas and vaults
  - Records Liaisons.
8. Evaluators may ask to review any of the following:
  - Inventories
  - Records Tracking Systems
  - Internal policies/procedures
  - Budgets
  - Self-assessments
  - EDMS systems
  - E-mail pilot results
  - Training materials
9. Evaluators will summarize preliminary findings and present results to:

- Site Manager or designated Management
- PRO
- RMFO.

10. Final reports shall be prepared and sent to the Head of the Program Office by the Chief Information Officer or a designee.
11. The PRO shall address the findings and outline corrective actions in writing within ninety days of receiving the final report.