

2015 GRS Feedback Survey

NOTICES

April 28, 2015

Pre-Notice: Request for GRS Feedback

Put your 2 cents into the GRS! The National Archives and Records Administration (NARA) would like to know what you think of the new General Records Schedules (GRS), Frequently Asked Questions (FAQs), and Checklist for Implementing the GRS issued by AC 33.2014.

We're asking you to participate in a survey because you have indicated an interest in NARA's records management news and products. Your feedback is important to us, so please let us know what you like and what you think needs more work.

We aren't looking for responses from individual agencies, but from individual users of the GRS--so everyone should feel free to respond.

Next week, you will receive an email with a link to a short online questionnaire.

Later this fiscal year, we will discuss the results of this survey at the Bi-monthly Records and Information Discussion Group (BRIDG) meeting.

Please contact Laura McHale of the GRS Team on 301-821-7559 or Laura.McHale@nara.gov if you have questions.

2015 GRS Feedback Survey

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May 5, 2015

[Cover letter/Introduction to the questionnaire: GRS Feedback Questionnaire](#)

Put your two cents into the GRS! The National Archives and Records Administration (NARA) would like to know how you regard the new General Records Schedules (GRS), Frequently Asked Questions (FAQs), and Checklist for Implementing the GRS issued by AC 33.2014.

This e-mail message contains a link to the questionnaire which will be valid until the survey ends on June 2, 2015. It will take less than 15 minutes to complete. We have attached a PDF copy of the questionnaire to this e-mail message.

We hope this questionnaire will help us to identify how we can improve our services to you. Your views are important to us and your responses will be submitted confidentially. So, please, take a moment to let us know how you feel. We will discuss the results of this survey at an upcoming Bi-monthly Records and Information Discussion Group (BRIDG) meeting.

If you feel this questionnaire has reached you in error, please let us know. If you are aware of another person in your agency who has worked more closely with records scheduling issues and you feel it would be more appropriate for him or her to complete this questionnaire, please notify us of this person's contact information.

To begin the questionnaire, please click on the following address: **[ENTER WEB ADDRESS]**. If this link does not work, you may copy and paste the address into your web browser to begin the questionnaire.

Please contact Laura McHale of the GRS Team on 301-821-7559 or Laura.McHale@nara.gov if you have questions.

We appreciate your participation.

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CC version of the cover letter to send to NARA staff: GRS Feedback Questionnaire

Hello,

The GRS Team will be sending the following request for feedback to agencies within the next couple of days. We've attached a copy of the questions for your reference. Please encourage your contacts to participate.

If you have any questions, please contact me (Andrea).

Thanks!

Put your two cents into the GRS! The National Archives and Records Administration (NARA) would like to know how you regard the new General Records Schedules (GRS), Frequently Asked Questions (FAQs), and Checklist for Implementing the GRS issued by AC 33.2014.

This e-mail message contains a link to the questionnaire which will be valid until the survey ends on June 2, 2015. It will take less than 15 minutes to complete. We have attached a PDF copy of the questionnaire to this e-mail message.

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Please contact Laura McHale of the GRS Team on 301-821-7559 or Laura.McHale@nara.gov if you have questions.

We appreciate your participation.

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May 12, 2015

Follow-up for GRS Feedback Survey

Have we heard from you? On May 5, the National Archives and Records Administration (NARA) sent a questionnaire eliciting feedback from agencies regarding the General Records Schedules issued by AC 33.2014.

We look forward to receiving your input if you have not already responded. So far we have received ____ completed questionnaires. We would like to receive at least ____ more. We look forward to hearing from many more of you!

If you have already responded to this questionnaire, thank you for your participation! If you would like to be exempt from receiving any survey follow-up e-mail messages, please contact Laura McHale of the GRS Team on 301-821-7559 or Laura.McHale@nara.gov.

If you have not already responded, you still have time to participate! This survey ends on June 2nd. Please begin this short questionnaire by clicking on the following address: **[INSERT WEB ADDRESS]**. If this link does not work, you may copy and paste the questionnaire web address into your web browser.

We appreciate your participation.

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May 19, 2015

Follow-up for GRS Feedback Survey

Have we heard from you? On May 5, the National Archives and Records Administration (NARA) sent a questionnaire eliciting feedback from agencies regarding the General Records Schedules issued by AC 33.2014.

We look forward to receiving your input if you have not already responded. So far we have received ____ completed questionnaires. We would like to receive at least ____ more. We look forward to hearing from many more of you!

If you have already responded to this questionnaire, thank you for your participation! If you would like to be exempt from receiving any survey follow-up e-mail messages, please contact Laura McHale of the GRS Team on 301-821-7559 or Laura.McHale@nara.gov.

If you have not already responded, you still have time to participate! This survey ends on June 2nd. Please begin this short questionnaire by clicking on the following address: **[INSERT WEB ADDRESS]**. If this link does not work, you may copy and paste the questionnaire web address into your web browser.

We appreciate your participation.

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May 26, 2015

Final Follow-up for GRS Feedback Survey

Have we heard from you? On May 5, the National Archives and Records Administration (NARA) sent a questionnaire eliciting feedback from agencies regarding the General Records Schedules issued by AC 33.2014.

We look forward to receiving your input if you have not already responded. So far we have received ____ completed questionnaires. We would like to receive at least ____ more. We look forward to hearing from many more of you!

If you have already responded to this questionnaire, thank you for your participation!

If you have not already responded, you still have until June 2nd to participate! Please begin this short questionnaire by clicking on the following address: **[INSERT WEB ADDRESS]**. If this link does not work, you may copy and paste the questionnaire web address into your web browser.

If you need assistance, please contact Laura McHale of the GRS Team on 301-821-7559 or Laura.McHale@nara.gov.

We appreciate your participation.