

Please help NARA improve our services to you by taking a few moments to fill out this survey. Thank you!

1. Are you a:

- NARA employee
- Federal agency Records Officer
- Contractor who works with Federal government records
- Non-US Government employee who manages records
- Researcher
- Member of a public interest group (such as Society for American Archivists)
- Interested citizen
- Other (please specify)

2. How often do you visit the Records Control Schedule (RCS) website (<http://archives.gov/records-mgmt/rcs/>)

- Daily
- Weekly
- Monthly
- Quarterly
- Never (Logic applied (skips to question 1.a.) to this will lead to a single question of (1a.) "Why do you not use the website? [Comment box]" and then exit)
- Other (please specify) [Comment box]

3. What is your primary reason for visiting the site?

- To view or download specific schedules
- To view or download specific types of schedules (i.e. big bucket schedules, HR records, case files, etc.)
- To view or download schedules of a particular agency
- Other (please specify) [Comment box]

4. Are you able to quickly find the information you need on the website?

- Yes (Logic - skip #4)
- No

5. If you were unable to find the information you needed, why? (Please choose all that apply)

- The RCS System is too slow
- Item titles are unclear or incorrect
- The schedule is not where I expected it to be
- Other (please specify) [Comment box]

6. If you used the search function on the website, were you able to find the information you were looking for?
Yes
Yes, with some difficulty
No, I could not find what I needed
No, I have not used the search function (Logic, skip #6)
7. Please describe any problems you had using the search function.
(Text box)
8. Are you able to print and download information easily?
Yes
No
Not applicable - I have not printed or downloaded information (Logic - skip #8)
9. Please describe any problems you had using the print/download functions.
(Text box)
10. Would you like to see more information about each schedule, including details about appraisal of records?
Yes (please describe what information you would like to see) (Text box)
No
No opinion
11. The RCS website currently offers schedules in PDF format. Does this format meet your business needs?
Yes
No
Partially meets my needs
12. Are there other formats aside from PDF that would be helpful?
(Text box)
13. Please describe other ways you use the RCS website which have not been discussed. (i.e. you have systems that link to the URL for specific schedules, you look at other agencies schedules as models for your own, you need to share schedules with others, etc.)
(Text box)
14. What do you like about the RCS website?
(Text box)
15. What do you not like about the RCS website?
(Text box)

16. Would you like any of the following features to be part of the website? (Please choose all that apply.)

RSS feeds

Email alerts when updates are made to the site

Share information via social media

Other (please specify) [Comment box]

17. Is the information on the FAQ section (<http://archives.gov/records-mgmt/faqs/rcs.html>) of the website helpful?

Yes

I have not looked at the FAQ section

No (please explain why) [Comment box]

18. Is there anything you wish the website could do that it does not do now or any features you wish it had?

(Text box)

19. Is there anything else you would like to share with us to help improve the user interface and experience of the website?

(Text box)

20. Is there a reason why do you not use the RCS website? [Comment box] (Logic – only shows if “never” was chosen for #1)

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