

Management Questionnaire

#	Question	Strongly Agree	Agree	No Opinon	Disagree	Strongly Disagree
1	I know where all of my records storage boxes are stored.					
2	All records storage boxes have a complete description of the contents on the box.					
3	We have an accurate records retention schedule.					
4	We destroy boxes when they reach the end of their retention period.					
5	We only keep records that we are required by law or by sound business practice to keep.					
6	We have a manual or computer database reference for the contents of each box in storage.					
7	We have an index of all files stored in boxes.					
8	We never lose files.					
9	We can access any file within an hour of any request.					
10	Ownership of all boxes is assigned to a specific department manager.					
11	We have developed standard filing methods that all employees know and understand.					
12	We understand which boxes or files contain vital records.					
13	We have individuals assigned in each work group that are responsible for filing records.					
14	We have assigned responsibility to a specific employee as the records manager.					
15	We know what our records keeping cost is.					