

## INSTALLATION RECORDS MANAGER'S EVALUATION SCHEDULE

ACTIVITY	DATE
P&SB	21 Apr 04
DOL	5 May 04
SJA	19 May 04
RCTO	26 May 04
Chaplain	2 Jun 04
DPS	9 Jun 04
IRAC	16 Jun 04
DPW	23 Jun 04
Instl Safety	30 Jun 04
AG	<del>14 Jul 04</del> Postponed
Retention Office	<del>21 Jul 04</del> Postponed
DCP	<del>28 Jul 04</del> Postponed
Tng Cmd	<del>11 Aug 04</del> Postponed
III CA	<del>18 Aug 04</del> Postponed
Mission Cmd Gp	<del>25 Aug 04</del> Postponed
Garrison Commander	<del>1 Sep 04</del> Postponed
IG	FY05
DOC	FY05
DCA	FY05
EEO	FY05
DRM	FY05
PAO	FY05
DOIM	FY05

FS Form 7 (Records Management Internal Evaluation Guide) used by Activity Records Managers to conduct internal evaluations.

FS Form 971 (Installation Records Manager Evaluation Guide) is used by the Installation Records Manager when during evaluations of activities.

Both of these forms are available on DOIM Admin Svcs' web site. Below is the site address.

If you have questions, call the IRM at 442-3907.