**Records Management EDRMS Survey**

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| **Name** |  | **Department** |  |
| **Position** |  | **Contact No** |  |

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| **Where do you save your Electronic Records? (tick all that apply)** | | | | | |
| **EDRMS** |  | **Email Folder** |  | **USB/External Drive** |  |
| **Shared Drive** |  | **Hard drive** |  | **Other (incl. details)** |  |

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| **How often do you use the EDRMS?** | | | | | |
| **Every Day** |  | **Fortnightly** |  | **Bi-Monthly** |  |
| **Weekly** |  | **Monthly** |  | **Cannot Recall** |  |

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| **What features of the EDRMS do you use? (tick all that apply)** | | | | | | | |
| **Registration** |  | **Searching** |  | **Option 5** |  | **Other…** |  |
| **Retrieval** |  | **Workflow** |  | **Option 6** |  | **Other…** |  |

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| **What does the EDRMS do well?** |
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| **What doesn’t the EDRMS do well?** |
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| **If there was one thing about the EDRMS that could be different, what should we change?** |
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| **Comments/Suggestions?** |
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