

RECORDS INVENTORY STANDARD FOR ELECTRONIC RECORDS SYSTEMS

1. NAME OF SYSTEM

2. EFFECTIVE DATE

3. DESCRIPTION (*Purpose of system etc.*)

4. LAWS AFFECTING THE RECORDS OF THIS SYSTEM

5. USERS (*Who has access?*)

6. SYSTEM MANAGER

Telephone No.

Program/Division

7. OWNER OF INFORMATION

Telephone No.

Program/Division

8. FILE CONTROLLER/ LAN ADMINISTRATOR

Telephone No.

Program/Division

**SYSTEM
DEPENDENCY** 9. TYPE AND COMPATIBILITY OF HARDWARE

10. SOFTWARE PACKAGE(S) AND VERSION(S)

**SYSTEM
INPUT AND
PROCESSING** 11. HOW IS INFORMATION KEYED INTO SYSTEM?

12. IS THERE DIRECT ENTRY FROM OTHER COMPUTING SYSTEMS?

13. HOW AND WHAT INFORMATION IS SCANNED INTO SYSTEM?

14. HOW IS INPUT INFORMATION TRANSFORMED

**SYSTEM
OUTPUT
(Electronic
and Paper)** 15. TYPE OF INFORMATION THE SYSTEM GENERATES

16. DESCRIPTION/ PURPOSE OF THE OUTPUT

17. DISTRIBUTION OF OUTPUT INFORMATION

18. SECURITY REQUIREMENT OF DATA

19. DIFFICULTY AND INTEGRITY IN RE-GENERATING OUTPUT DATA

20. ESTIMATED GROWTH OF DATA OUTPUT

SYSTEM PROCEDURES	21. RECORDS BACKUP PROCEDURES FOR DISASTER RECOVERY
	22. IS THERE A PRACTICE OF MAINTAINING SYSTEM DATA ON-LINE/ OFF-LINE?
	23. GENERAL BACKUP PROCEDURES AND RETENTION PROCEDURES
	24. WHAT IS THE PROCEDURE TO CONTROL ACCESS TO THE SYSTEM
	25. LOCATION AND KEEPER OF SYSTEM DOCUMENTATION

26. RETENTION PERIOD: *(Records maintained by inspectors)*

(Records maintained by other than server and inspectors)

27. SECURITY MEASURES

28. INFORMATION SYSTEM SUPPORT

29. AGENCY FORMS CONTAINED IN THE SYSTEM

OUTPUT SERVER	30. LOCATION <i>(Visit the unit)</i>
	31. INFORMATION IS STORED ON: <input type="checkbox"/> SERVERS <input type="checkbox"/> HARD DRIVES
	32. RETENTION PERIOD OF RECORDS
	33. RECORDS ARCHIVING PROCESS
	34. IS THERE OFF-SITE DISC STORAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO
	35. TIME SPAN OR DATE OF RECORDS
	36. STORAGE AND LABELING OF ELECTRONIC MEDIA

37. ADDITIONAL COMMENTS ON SYSTEM:

38. SIGNATURE OF RECORDS MANAGER

39. DATE