

ELECTRONIC RECORDS INVENTORY

DEPARTMENT OF HISTORY, ARTS & LIBRARIES
RECORDS MANAGEMENT SERVICES

DEPARTMENT/AGENCY		DATE
CONTACT PERSON		TELEPHONE
ADDRESS		
SYSTEM NAME		
SYSTEM DESCRIPTION/PURPOSE (Attach additional page, if necessary.)		
APPLICATION TITLE		
PURPOSE OF APPLICATION (Attach additional page, if necessary.)		
DOES ANY LEGISLATION GOVERN THE CREATION OR USE OF INFORMATION IN THE SYSTEM OR APPLICATION? IF YES, WHAT IS THE PUBLIC ACT NUMBER AND YEAR OF PASSAGE?		<input type="checkbox"/> YES <input type="checkbox"/> NO
WOULD ANY INFORMATION IN THE APPLICATION BE EXEMPT FROM PUBLIC DISCLOSURE ACCORDING TO FOIA? IF YES, PLEASE EXPLAIN:		<input type="checkbox"/> YES <input type="checkbox"/> NO
WHEN WAS THE SYSTEM CREATED?	HOW OLD IS THE OLDEST INFORMATION?	IS THE SYSTEM STILL ACTIVE? IF NO, WHEN DID DATA ENTRY CEASE? <input type="checkbox"/> YES <input type="checkbox"/> NO

DESCRIBE THE METHODOLOGY FOR DATA COLLECTION AND HOW DATA IS ENTERED INTO THE SYSTEM (Attach additional page, if necessary.)

LIST THE STANDARD SYSTEM INPUTS AND WHY THEY ARE CREATED (Attach additional page and sample, if necessary.)

IS ANY INFORMATION DISTRIBUTED TO OTHER SYSTEMS? YES NO IF YES, PLEASE DESCRIBE.

DESCRIBE AND LIST THE MAJOR DATA ELEMENTS (Attach additional page and printout of the data entry screen, if necessary.)

WHAT IS THE CURRENT RETENTION PRACTICE FOR THE INFORMATION IN THIS SYSTEM? DOES THE INFORMATION HAVE LONG TERM OR PERMANENT VALUE TO THE DEPARTMENT?

WHAT WOULD CAUSE AN INDIVIDUAL RECORD IN THE SYSTEM TO BE FLAGGED AS INACTIVE?

HOW LONG ARE INACTIVE RECORDS RETAINED IN THE SYSTEM?

HOW ARE INACTIVE RECORDS PURGED?