

RECORDS INVENTORY WORKSHEET – ELECTRONIC RECORDS

Instructions: Complete this form for each electronic records series or data set in your organization. Complete one form for each separate body of computer data (text files, data, files, or image files) that is logically related, serves a common purpose or function, and can thus be considered as a discrete unit for records management purposes.

1. Name of Electronic Records Series Test Files	2. Name of Computer System/Subsystem/Application Microsoft/Alpha H/Access
3. Electronic Records Series Description: Records concerning test results for upgrades, migration or compliance. File may contain system specifications, hardware specifications, computer printouts, notes, correspondence, e-mail, electronic logs, pre and post test results, bench mark results, operating system version, application version, testing personnel name, etc.	
4. Media Description (computer, printout, CD): CD	
5. Hardware/Software Description: Software: CD-R, 700 MB/80 minute	
6. Network Environment Local Network - Alpha server	7. Frequency of Updates weekly
8. Retention Status Two years after system goes into production	9. Protection Status (pass, ID): Password protected
10. Rate of Accumulation/ Future Growth (information from creator)	11. Relationship to Other Records (Data Somewhere else): Data on backup
12. Remarks/Notes from Interviews with end User/Computer Specialists: 	
13a. Name of Person Completing Form	13b. Date