

Electronic Records Inventory Worksheet*

Instructions

Sections A and B are required. Section C is optional, but may be appropriate for certain records, such as ones deemed vital for business continuity purposes or those with a high legal profile.[†]

A. General Information

1. Agency
2. Division/Section
3. Date of Inventory
4. Contact Person
5. Contact Person Telephone Number

6. Record Series Title
7. Record Series Description
8. Records Retention Schedule Number (if known)

B. Records Management

9. What is the date range of the record series?
10. Is the records series considered vital for business continuity purposes?

* Adapted with permission from the Tennessee Department of General Services, Records Management Division, "Electronic Records Inventory Worksheet," available online at <http://www.state.tn.us/generalserv/ba17r/elerecinv.pdf>.

[†] The *Trustworthy Information Systems Handbook* offers assistance in determining the value of electronic records and the appropriate amount of documentation. Available online at <http://www.mnhs.org/preserve/records/tis/tis.html>.

11. Is the records series considered historical (e.g., eligible for transfer to State Archives)?
12. What is the data practices classification (e.g., public, private, confidential, non-public, protected non-public)?
13. Are there statutory retention requirements? If yes, list.
14. Are there audit retention requirements? If yes, list.
15. Are there administrative retention requirements? If yes, list.
16. What is the total retention period for each medium on which the record series is maintained?
17. Is the record series converted to paper or microform? If yes, where stored?

C. Hardware, Software, and Media

18. System Title (include commonly used name and/or acronym if applicable)
19. List and describe equipment used to create and access record series.
20. Indicate the media type(s) on which the record series is maintained (e.g., hard drive, optical disk, magnetic tape).
21. What is each media type's recording capacity and density?
22. If record series is stored on removable media, what is the current number of media? Projected accumulation per year?
23. If removable media is used, where are the media stored?
24. Are periodic quality-assurance checks conducted? If so, what is the frequency of the checks?
25. Is there a migration plan to keep media refreshed? If so, what is the frequency of migration?

26. What is the frequency of backups?
27. Where are the backups stored?
28. What is the retention period for backups?
29. Is there current supporting documentation for hardware and media? If yes, where stored?
30. List software used to create and access record series (include version information).
31. Indicate record format(s) (e.g., Word, PDF, TXT, TIF, HTML, ASCII) .
32. Are the records compressed and/or encrypted?
33. Is there current supporting documentation for software? If yes, where stored?
34. Is there metadata associated with the records/record series? If yes, in what format and where stored?