

**ELECTRONIC INFORMATION RESOURCES INVENTORY**

**SECTION A: DEPARTMENT/UNIT INFORMATION AND CONTACT**

College	School/Department
Address	
Name and Title of Contact	Address
Phone	E-mail

**SECTION B: THE INFORMATION SYSTEM**

**Description:**

Purpose or business function supported by this system. Include the legal requirement or reason the system was created.
Brief description of the information system: (Include in the description information about the sub-modules or sub-applications that are a part of this information systems if appropriate.)
Which group(s) of people create/change records n this system?
Who has the main oversight responsibility for the system?
Who maintains the documentation for the system? Is it available online? Hard copy?

**Dates:**

Date system went online:	Dates of major upgrades:	Date system brought down:
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**Maintenance:**

What are the update cycles?
How is the system backed up and by whom?
Are there established purge routines?
Has this system been converted in the recent past? Is a conversion contemplated in the near future?

**SECTION C: INFORMATION SYSTEM HARDWARE AND SOFTWARE**

**Hardware Environment:**

Description of hardware environment. Include basic components needed to operate this system and information about the type of storage used.

**Software Environment:**

Systems software:

Applications software: (Note whether this is a purchased product or developed in-house and include version information.)

**SECTION D: THE INFORMATION IN THE SYSTEM**

**Input:**

Entered from input form? If yes, indicate type of input form and who completes the form. Is the form scanned, or is the data manually entered into the system?

Data stream from other source:

Retention value of the input:

How long is the input data currently retained? RDA #?

**Outputs:**

Types of output:

Reports  Publications  Charts  CD ROM  COLD (Computer Output to Laser Disk)

Are the above produced on regular cycles or on demand by user? If cyclically, what is the cycle?

Are selected data elements moved to a data repository or data warehouse? Frequency of update?

Are there existing RDAs? If so, indicate the RDA number(s).

**SECTION E: IDENTIFICATION OF RECORD SERIES PRODUCED BY THE SYSTEM (Repeat as necessary using additional pages to include all record series.)**

Title of series:	
Dates:	Frequency of issuance:
Who maintains the official copy?	Access requirements:

<p>Note informational content of the series. Include notation of the key data elements necessary to reproduce this record series.</p>
<p>Retention value: (Please note current retention practices and any known legal, audit, or administrative retention requirements.)</p>

Title of series:	
Dates:	Frequency of issuance:
Who maintains the official copy?	Access requirements:

<p>Note informational content of the series. Include notation of the key data elements necessary to reproduce this record series.</p>
<p>Retention value: (Please note current retention practices and any known legal, audit, or administrative retention requirements.)</p>

Person completing inventory	Phone	Email
Signature		Date