



Electronic Records Appraisal form

Name of Division/Office

Name of person completing form

Records Officer (if different from above)

IT/Technical Staff Contact name

Information about the Records series

Series Title

Alternate/Variant Title

Function of this series

Summary Description of the records or contents of the records series

Related records

Do records in ***other*** series support records in this series?

If so, what series?

Do records from *this* series support records in other series?

If so, what series?

Retention Information

Are these records covered in a retention schedule?

If so, are the records coded "A" "R" or other? For other, please explain

Are they Vital Records

Inclusive dates

Is this series still active (records still being produced) or inactive (records no longer being produced)?

For Inactive Records:

Date of first record in this submission

Date of last record in this submission

Arrangement

Check all that apply

Alphabetical

Chronological

Geographic

Numerical

By subject

Other

Format-Specific Questions

Software (applications) used to create records? Include name of software (including vendor), version(s) and specific operating system restrictions (i.e. Microsoft Office 2011 v. Mac).

Proprietary Software requiring a license (excluding Microsoft Office or Adobe Acrobat?)

Name of vendor to contact for license?

File formats - list all that apply

Quantity

Annual accumulation (if active)

If growth is exponential, percentage of growth per year above the previous year's growth?

Media Characteristics

Is the data compressed?

Databases

How is the data structured?

Are field headings easily defined?

If not, is there a data dictionary or key?

Are these records in other formats?

If so, what kind

Paper

Microfilm

Film

Tape

Other

Are the electronic records original records or duplicate/convenience copies?

Are there electronic record not covered in the paper records?

Are there paper records not covered in the electronic records?

Where are the records currently stored?

Removable media (optical disk, portable hard-drive, tape, etc)

Servers

Cloud

Is the storage for active or inactive records?

Access

Are these records subject to public access?

Are these records available on the agency website?

If records exist on the website, are they removed after a certain amount of time? Using what rule?

Are the records restricted?

If restricted, please provide the applicable statute number?

Are the records encrypted?

Are they required to be encrypted?

Are there digital right management (DRM) restrictions on the records?

If so, please describe

How are Public Information Act (PIA) requests being handled?

How are the records backed up? i.e. tape, server, external hard-drives, cloud other

Backup frequency

Daily

Monthly

Biannually

Other

Weekly

Quarterly

Annually

Backup location