Fill out this form in as much detail as possible. Please e-mail your completed response to mmyers@tsl.texas.gov.

What is the total volume of electronic records with an "A" or
"R" designation at your agency? (in MB or GB)

How much of these electronic records are duplicated in paper? (as a percentile)

How much of these electronic records are unique (not in paper)? (as a percentile)

What percentage of your electronic records (volume in MB, not in total number of files) is:

Databases

Images

Audio/video

Unstructured data (word, excel,
PDF, etc.):

Other (please explain)

How are you storing your records? What percentage of what *type* of storage holds long-term records (records with a retention period of 10 years or more)?

Check all types of storage being used for long-term storage below:

Servers
Cloud storage
Magnetic tape
Local drives/servers
Removable media (CD/DVD, flash drives (etc.)
Other

What is the volume of the most critically valuable archival record series your agency maintains electronically that could be sent to the State Archives?

Type	Volume	MB/GB
Type	Volume	
Type	Volume	
Type	Volume	
Type	Volume	

How is your data being backed up? | Frequency

How is your data being backed up?	Frequency
Tape	Daily
Server	Weekly
External hard drives	Biweekly
Cloud	Monthly
It isn't	Bimonthly
Other	Semi-annually
	Annually
	Other

Backup location (geographic location, including name of the facility if known)?

What issues are you encountering with providing access to your electronic records?

Would your agency be interested in transferring those records for archival records - records with an "A" or "R" designation only - to TSLAC in a manner similar to your paper records?

Additional Comments about your electronic records

Best contact e-mail address