

STATE OF ALASKA
 DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 ALASKA STATE ARCHIVES/RECORDS &
 INFORMATION MANAGEMENT SERVICE (ASA/RIMS)
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 141 WILLOUGHBY AVENUE
 JUNEAU, ALASKA 99811-0525
 T: (907) 465-2317/2275
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ELECTRONIC RECORDS AUDIT

1. Department	2. Dept. No.	3. Division	4. Agency Name/ID No.	
5. Contact Person		6. Contact Person Email	7. Contact Person Phone No.	8. Date
9. NAME OF SYSTEM (Include any acronyms)				
10. WHAT SOFTWARE APPLICATION IS USED FOR THIS SYSTEM?				
10. AGENCY PROGRAMS(S) SUPPORTED BY THE SYSTEM				
11. STATUTORY/REGULATORY PROGRAM AUTHORITY				
12. DESCRIBE THE PURPOSE OR FUNCTION OF THIS SYSTEM				
13. INFORMATION CONTENT (Describe principal information captured, who provides the information, inclusive dates etc...)				

14.
WHAT ARE THE SOURCES OF INPUT FOR THIS SYSTEM?
(List all form names, numbers, data entry sheets, notes etc...used for data entry)

15.
WHAT ARE THE OUTPUTS FOR THIS SYSTEM?
(List all printouts, publications, reports etc...)

16.
ARE THE RECORDS OR DATA THAT CONSTITUTE THIS SYSTEM DUPLICATED IN ELECTRONIC FORM ELSEWHERE?

Yes No

If yes, please explain:

17.
ARE THE RECORDS OR DATA ENTERED INTO THIS SYSTEM REFERENCED UNDER AN EXISTING RECORDS RETENTION SCHEDULE?

Yes No

If yes:

Retention Schedule Number:
Item No:

If no, list additional records series to be added to your agency records retention schedule:

18.
RETENTION
(How long must information in this system be kept? Is information purged regularly and systematically from the system? Cite any laws/regulations relating to this)

19.
IS ANY INFORMATION CONFIDENTIAL

Yes No

If yes, cite authority:

20.
EXPLAIN THE BACK-UP PROCESS FOR THIS SYSTEM. WHAT MEDIA STORAGE IS USED?