

**STATE OF ALASKA
DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUM
ALASKA STATE ARCHIVES | RECORDS AND INFORMATION MANAGEMENT

PO BOX 110571, Juneau, AK 99811-0571
395 Whittier Street, Juneau, AK 99801-1718
Phone: (907) 465-2317 or (907) 465-2276
rims@alaska.gov

ELECTRONIC RECORDS AUDIT

1. DEPARTMENT	2. DEPT. NO.	3. DIVISION	4. AGENCY NAME	5. AGENCY ID NO.
6. CONTACT PERSON	7. CONTACT PERSON EMAIL ADDRESS		8. CONTACT PERSON PHONE NO.	
9. NAME OF SYSTEM (Include any acronyms)				
10. WHAT SOFTWARE APPLICATION IS USED FOR THIS SYSTEM?				
11. AGENCY PROGRAM(S) SUPPORTED BY THE SYSTEM				
12. STATUTORY/REGULATORY PROGRAM AUTHORITY				
13. DESCRIBE THE PURPOSE OR FUNCTION OF THIS SYSTEM				
14. INFORMATION CONTENT (Describe principal information captured, who provides the information, inclusive dates etc...)				

15. WHAT ARE THE SOURCES OF INPUT FOR THIS SYSTEM? <small>(List all form names, numbers, data entry sheets, notes etc...used for data entry)</small>
16. WHAT ARE THE OUTPUTS FOR THIS SYSTEM? <small>(List all printouts, publications, reports etc...)</small>
17. ARE THE RECORDS OR DATA THAT CONSTITUTE THIS SYSTEM DUPLICATED IN ELECTRONIC FORM ELSEWHERE?
<input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please explain:
18. ARE THE RECORDS OR DATA ENTERED INTO THIS SYSTEM REFERENCED UNDER AN EXISTING RECORDS RETENTION SCHEDULE?
<input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please cite: Retention Schedule Number: Item No: If no, list additional records series to be added to your agency records retention schedule:
19. RETENTION <small>(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)</small>
20. IS ANY INFORMATION CONFIDENTIAL
<input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please cite authority:
21. EXPLAIN THE BACK-UP PROCESS FOR THIS SYSTEM. WHAT MEDIA STORAGE IS USED?