

Vital Records Inventory

Record Contact and Location Information

1) Division/Office of Record: _____ 2) Location: _____; Official Record: _____; Duplicate: _____

3) Contact name: _____; Phone: _____ 4) Vital Records Liaison: _____; Phone: _____

Description of Vital Record

5) Name of Vital Record: _____ 6) Inclusive dates: from _____ to _____

7) Information Content: _____

8) Volume of Record: ____ boxes; additional volume per year: ____ boxes; ____ cubic feet

9) Physical Format: ____ paper; ____ letter; ____ legal; ____ electronic; ____ microfilm; ____ drawings; ____ maps; ____ blueprints; ____ photos/video; other: ____

10) Arrangement: ____ subject; ____ alphabetical; ____ chronological; ____ numerical; ____ geographical; other: _____

11) Frequency of Use/Retrieval: ____ multiple/day; ____ daily; ____ weekly; ____ monthly; ____ annually; other: _____

Status

12) Legal Status: _____ Official Record of Office; _____ Reference Files (information is duplicate, original held elsewhere)

13) Extent of Use: ____ Government; ____ Office; ____ Unit ; ____ Field Office; Other: _____

14) Restrictions: ____ Vital Record; ____ Confidential; ____ Archival (permanent); Subject to: ____ Disclosure (ORC 149.43); ____ Audit

Vital Record Analysis

15) Type of Vital Record (check only one)

_____ Emergency operating Needed: Immediately
_____ Interests and rights Needed: Immediately ____; 1 week ____; 1 month ____; other: _____
_____ Both Needed: Immediately ____; 1 week ____; 1 month ____; other: _____

16) Justification for identification of record as Vital;
what function does the record support?

17) Frequency of Updating Records or Data

____ daily; ____ weekly; ____ monthly; ____ quarterly; ____ bi-annually; ____ annually; other: _____

18) Records Values (check all that apply) ____ legal; ____ fiscal; ____ administrative; ____ historical; ____ reference

Electronic Record Description

19) Name of systems/databases: _____; data source: ____ mainframe; ____ LAN/WAN; ____ hardrive (PC); Is data destroyed when updated? _____

Is special equipment needed to update electronic records? _____? Operating system requirements: _____ Interfaces with other applications? _____

20) Major inputs: _____ 21) Major Outputs: _____ 22) Backup Cycle: ____ nightly; ____ weekly; ____ monthly; other: _____

To be completed by Records Officer

23) Methods of Protection; A) Dispersal; on-site, where? _____; off-site, where? _____ B) Duplication: ____ yes; ____ no; if yes, location? _____

24) Retention and disposition

Schedule #: _____

25) Authorizing signature/date: _____ 26) Reviewed by Records Officer/date: _____

Retention period: _____