Appendix - Electronic Records

ARCHIVES AND CORPORATE RECORDS UNIT (ACRU)

|  |  |
| --- | --- |
| Transfer Number: |  |
| Name: |  |
| Department: |  |
| Date: |  |

|  |  |
| --- | --- |
| Description of record(s) contents: |  |
| Creator of record(s): |  |
| Dates covered: |  |
| Destruction date: |  |

|  |  |
| --- | --- |
| Storage media used:(External Hard-Drive, USB, CD Rom etc.) |  |
| File formats used: |  |
| Has proprietary software been used?If yes, please give details |  |
| Size of data:(MB, GB etc.) |  |

|  |  |
| --- | --- |
| Are any of the files passwords protected? If so, please give details. |  |
| Is there existing metadata? |  |
| Have file naming conventions been used? |  |
| Is there a folder structure? |  |
| Who owns the copyright? |  |
| Do the electronic records contain sensitive data? |  |