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**Is this an existing system that supports a department’s or unit thereof business or administrative process?**

**Did this system replace a previous system or systems (paper-based or electronic)?**

**Are/were the records and information created and maintained by the system mapped to an identifiable records series in the General Records Retention Schedule or your unit’s unique schedule?**

**Were records kept of the business supported by the previous system?**

**Does the system relate to a business activity for which there is an identifiable records series in the General Records Retention Schedule or your unit’s unique schedule?**

**No recordkeeping implications; regularly purge data when no longer administratively needed.**

**This system has recordkeeping implications. Refer to recordkeeping functional gap analysis tool.**

**Is the information kept in this system duplicative evidence of official business and are these records already being created and kept in another system?**

**Consult with records management/archives to determine if there are any legal or administrative requirements to maintain records/information created by this system.**

**Yes**

**No**

**Yes**

**No**

**Yes**

**No**

**Yes**

**No**

**Yes**

**No**

**Yes**

**No**

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