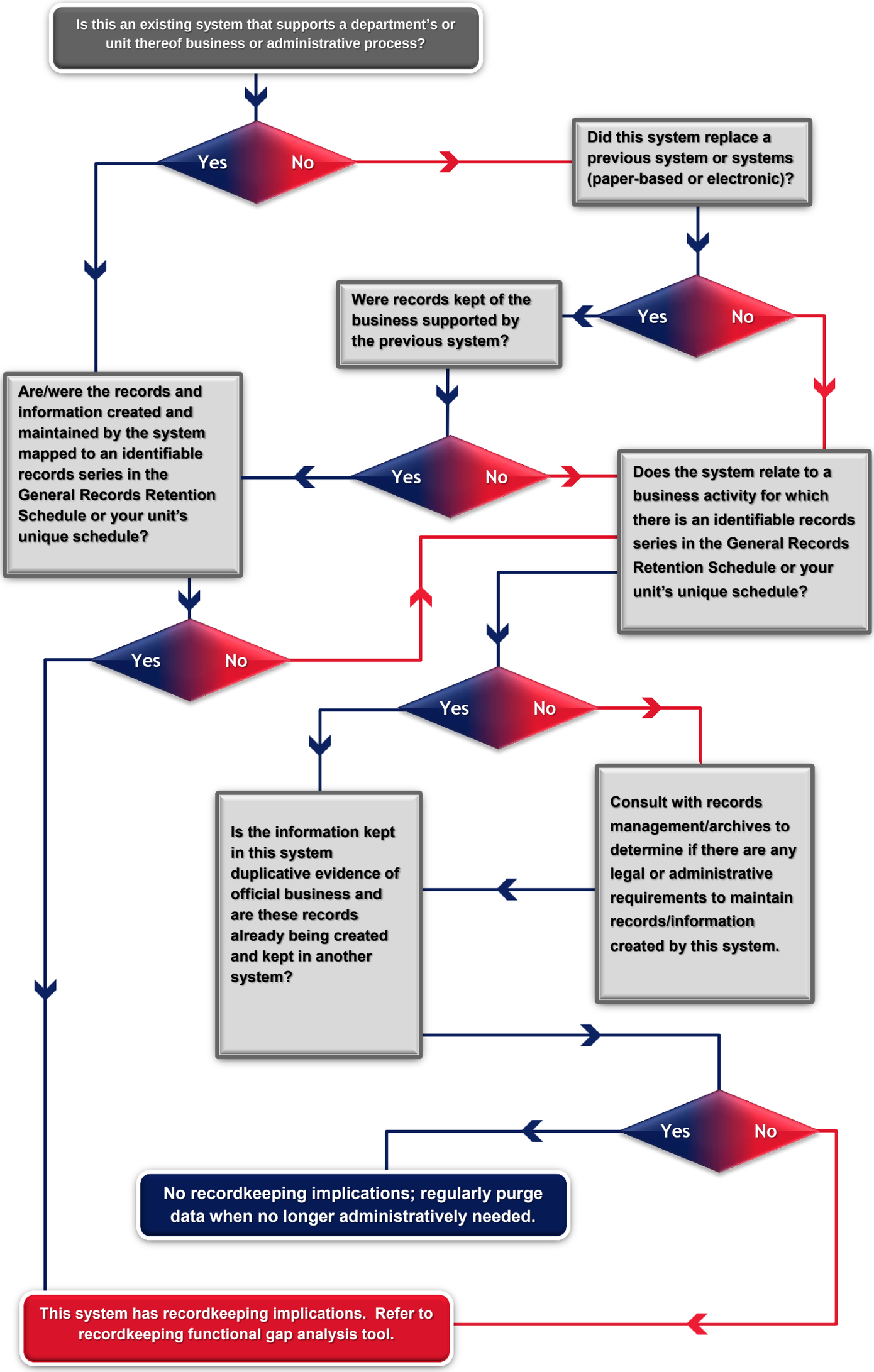
Is this an existing system that supports a department's or unit thereof business or administrative process?
Yes
No
Did this system replace a previous system or systems (paper-based or electronic)?
Yes
No
Were records kept of the business supported by the previous system?
Yes
No
Does the system relate to a business activity for which there is an identifiable records series in the General Records Retention Schedule or your unit's unique schedule?
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?
Yes
No
Yes
No
Consult with records management/archives to determine if there are any legal or administrative requirements to maintain records/information created by this system.
Is the information kept in this system duplicative evidence of official business and are these records already being created and kept in another system?
Yes
No
No recordkeeping implications; regularly purge data when no longer administratively needed.
This system has recordkeeping implications. Refer to recordkeeping functional gap analysis tool.