

City and Borough of Sitka Records Center 4600 Sawmill Creek Road Sitka, Alaska 99835 (907) 747-3890 Voice (907) 747-4940 Fax	ELECTRONIC RECORDS INVENTORY FORM SGC 1.35 DEPARTMENT:	Telephone Number: E-Mail Address:
Records Group Number:	Records Analyst: <input type="checkbox"/> Gary McCarty <input type="checkbox"/> Jim DiGennaro <input type="checkbox"/> Colleen Pellett <input type="checkbox"/> Mary Ann Jones <input type="checkbox"/> April Jensen <input type="checkbox"/> Betty Jo Moore	
System Name:		
Date of Creation:		
Language		
Users:		
General Description:		
Purpose / Function (Tie to CBS Mission):		
List and Description of Outputs:		
List and Description of Hard Drive Data Backup:		
List and Descriptions of Tape Data Backup:		
Backup Media Description and Location:		
Backup Hard Drive Description and Location:		
Total Recovery Plan		
Application Developers:		
Version History:		
Predecessor System:		
(Is this system the only one? <input type="checkbox"/> Yes <input type="checkbox"/> No Only Electronic? <input type="checkbox"/> Yes <input type="checkbox"/> No)		
Complementary / Related Systems:		
Data Dictionary (Within? Where?):		
Designed to Replace Paper Records:		
Records Series:		
Data Structure:		

Signature of Person Conducting Inventory: _____