



Kentucky Department for Libraries and Archives System Identification/Description Form

This form is used to document electronic systems used in state and local government agencies. This information allows KDLA to identify related record series in their retention schedules.

**SYSMNE: (For
KDLA use only)**

Current Date:

revised 07/06/2015

Please forward completed form to Kris Justus via the e-mail address listed below:

Kris.Justus@ky.gov
Kentucky Department for Libraries & Archives (KDLA)
300 Coffee Tree Rd., P. O. Box 537
Frankfort, KY 40602-0537

Please select one:

- Adding a New System/Project Description
- Changing a System/Project Description

Current System Status:

- | | | |
|-----------------|----------------|---------------|
| System | Project | Active |
| Inactive | Pending | |

SYSTEM IDENTIFICATION:

System Name

**System/Project
Start Date**

**System/Project
End Date**

Variant Name or Acronym

*Agency Contact(s): please include name(s),
address, email, and phone number*

Cabinet Name

Department Name

Division Name

SYSTEM DESCRIPTION:

Hardware:

name or brief description

Software:

name or brief description

System Type:

- | | | | | |
|-----------|-----|-----------|----------|---------|
| Mainframe | GUI | Web-based | Database | Imaging |
| Other | | | | |

System Function/Purpose:

Provide a brief narrative or summary describing the system/database. Please explain the system or database's purpose including whether or not there is a federal or state mandate governing the system.

Content/Modules:

Provide a description of the general content of the system/database. List the general data, records, or information entered into the system/database. Indicate if the data is entered into the system/database by central office staff, field staff, general public, or received from another system.

Volume:

(ex: MB, GB, TB)

Location:

Is the server on-site, with COT, cloud-based, etc.?

Output Records:

List the general data, records, or information generated by the system/database. Indicate if the data is sent to another system or database and identify the system/database.

Access Restrictions:

List any access restrictions. Is the system/database or part of the system available to the public?

Websites Related to System/Project/Program:**Record Series:**

List all records series contained within the system/database. This includes general schedule items and agency specific retention schedule records.

Back-up/Destruction Procedures:

Provide a brief overview of the back-up procedures for the system/database - frequency & medium. Describe any purge procedures -- type of records being purged & frequency.

Are there plans to enhance, modify, or replace the system? Please explain and list the projected dates: