



# 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 11/07/2018

Please forward completed form to Sarah Garrett via the e-mail address listed below:

**SarahE.Garrett@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:**