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.

revised 11/07/2018

Please forward completed form to **Derek Clark** via the e-mail address listed below:

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

SYSMNE: *(For KDLA use only)*

Current Date:

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: **Location:**
(ex: MB, GB, TB)   *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: