

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

**Signature of Person Conducting Inventory:** \_\_\_\_\_