INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page _____ of _____

1 DEPARTMENT/AGENCY	2 DIVISION	3 UNIT

DEFINITION – Record Series -   A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
	_____ TO _____

6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify the use/s of information generated by system

8 ELECTRONIC RECORD SERIES DESCRIPTION -   Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

12   RECOMMENDED RETENTION

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE

16 TITLE OF PREPARER	

DGS 550-6