

INFORMATION SYSTEM INVENTORY

1. SYSTEM TITLE/NAME	2. SYSTEM CONTROL NUMBER
3. PROGRAM SUPPORTED BY SYSTEM	4. PROGRAM AUTHORITY
5. SYSTEM DISCRIPTION	
5A. PURPOSE/FUNCTION OF SYSTEM	
5B. SOURCE(S) OF DATA (Including input from other systems)	
5C. INFORMATION CONTENT	
5D. SYSTEM OUTPUTS (Including output from other systems)	
6. NAME AND ADDRESS OF PRINCIPAL PROGRAM OFFICE SUPPORTED BY THE SYSTEM (Include room numbers)	
7. CONTACTS (Name, addresses, and phone number of system and program personnel who can provide additional information about the system and the program it supports.)	
8. PREVIOUS DISPOSITION JOBS	
9A. PREPARER'S NAME	9B. OFFICE NAME AND ADDRESS
9C. PHONE NUMBER	
10. SIGNATURE	DATE

INSTRUCTIONS

- 1. System Title/Name** Indicate the commonly used name and acronym of the system. For example, the Grain Monitoring System (GMS) or the State Energy Data System (SEDS).
- 2. System control number.** Specify the internal control number assigned to the system for reference, control, or cataloging purposes. For example, the information system inventory number or the ADP plan control number.
- 3. Agency program supported by the system.** Show the agency program(s) or mission(s) to which the system relates, and cite any authorizing laws or directives. Also list the names, office addresses, telephone numbers, and locations of program personnel who can provide additional information about the program and the system supporting it.
- 4. Program Authority.** Indicate national security, privacy, or other restrictions. Cite any Privacy Act restrictions on records proposed for eventual destruction and any Freedom of Information Act restrictions on records proposed for immediate transfer to the National Archives.
- 5A. Purpose /Function of the system.** Indicate the reasons for the system and the requirements it meets.
- 5B. Source(s) of Data.** Describe the primary data input sources and the providers of the data to the system. For example, broadcast license holders or corporations doing business in the United States. Indicate the form numbers of any agency forms used as input sources. Also give the names of any other systems, either inside or outside the agency, from which this information system receives data.
- 5C. Information content.** Indicate what persons, places, or things are the subjects of the records in the system and what information is maintained on those subjects. Also indicate timespan, geographic coverage, update cycle, and other major characteristics of the system. Finally, tell whether the system saves superseded information and whether it contains microdata or summary data.
- 5D. System outputs.** Show the system's main products and the frequency of their preparation. For example, reports, tables, charts, graphic displays, catalogs, or correspondence prepared weekly, monthly, or yearly. Also indicate whether the information is transferred to other systems.
- 6. Name and Address of Principal Program Office Supported By the System.** Needed to read and understand the files. Show where the codebooks and file layouts are maintained. Indicate the office, room number, and name of the person having custody of them.
- 7. Agency Contacts.** List the name, office, telephone number, and location of the system manager or other system personnel who can provide more information about the system and the program it supports.
- 8. Previous Disposition Jobs.** Show the location of any magnetic tapes or disks containing information identical to that in the system being inventoried. Also indicate the number of tapes and/or disks and their storage capacity.
- 9. Identification of the person conducting the inventory.** List that person's name, office, telephone number, and location.