



Electronic Records Inventory

College/Department/Unit	
Contact Person, Phone #, and Email	
Record Title	
Dates	
Description	
File Naming Convention	
File Formats (e.g. Word, PDF, Excel)	
Arrangement and/or Directory Structure	
Access restrictions	
Identify passwords or encryptions (if used)	
Current storage location (server, removable media, local drives)	
Backups – include storage medium, location, frequency	
Other Notes	
Inventory Completed By	
Date	