

Records Report System

Data Entry Form

@ = Use pulldown menus for all fields except these.

* = Internal fields, not displayed to the public.

Main Information	
AGENCY NAME	
Department Name	
Short Name or Acronym *@	
RECORD NAME @	
Common Name @	
Form Number @	
OFFICER TITLE @	
Officer Name *@	
Officer Telephone @	
Business Address	
Business Address, Cont.	
City	
State	
Zip	

Access Classification	
10: ACCESS	
13: Rationale @	
14-1: LEGAL AUTHORITY	
14-1: Section @	
14-2: Legal Authority	
14-2: Section @	
14-3: Legal Authority	
14-3: Section @	
14-4: Legal Authority	
14-4: Section @	
15-1: AUTHORITY TO MAINTAIN	
15-1: Section @	
15-2: Authority to Maintain	
15-2: Section @	
15-3: Authority to Maintain	
15-3: Section @	
15-4: Authority to Maintain	
15-4: Section @	

Retention	
16: RETENTION	
17-1: Reason	

17-1: Section @	
17-2: Reason	
17-2: Section @	

General Record Information	
18-1: INFORMATION KEPT	
18-2: Information Kept	
18-3: Information Kept	
18-4: Information Kept	
19-1: INDIVIDUALS ABOUT	
19-2: Individuals About	
19-3: Individuals About	
19-4: Individuals About	
20-1: SOURCE, NON-GOVERNMENT	
20-2: Source, Non-Government	
20-3: Source, Non-Government	
21-1: SOURCE, GOVERNMENT	
21-2: Source, Government	
21-3: Source, Government	
22-1: AUTHORITY TO REQUEST ACCESS	
22-1: Section @	
22-2: Authority to Request Access	
22-2: Section @	
23-1: STORAGE	
23-2: Storage	
23-3: Storage	
24-1: RECORD USE	
24-2: Record Use	
24-3: Record Use	
24-4: Record Use	
25-1: USER, NON-GOVERNMENT	
25-2: User, Non-Government	
25-3: User, Non-Government	
25-4: User, Non-Government	
25-5: User, Non-Government	
26-1: USER, GOVERNMENT	
26-2: User, Government	
26-3: User, Government	

26-4: User, Government	
26-5: User, Government	
27-1: RECORD LOCATION	
27-1: Media	
27-2: Record Location	
27-2: Media	
27-3: Record Location	
27-3: Media	
28: GENERAL COMMENTS @	
29: PERSONAL RECORD @	Circle YES or NO
30: AGENCY EDIT COMPLETE *@	Circle YES or NO (the public cannot view records that have not been completed)