



**USAID**  
FROM THE AMERICAN PEOPLE

## Information Systems Inventory

**(1a) Name/Telephone/E-mail of person conducting inventory:** **(1b) Date:** **(1c) Bureau/Office/Division:**

**(2) System Name & Acronym:**

**(3) Purpose/Description:** (Indicate reasons for the system and requirements met by it.)

**(4) Program(s) / Mission(s) Supported:** (Show the agency program(s) or mission(s) to which the system relates and cite any authorizing laws or directives. List contact information for program personnel who can provide additional information about the program and system supporting it.)

**(5) Is System Data Duplicated Elsewhere?**

Original  Copy

**Copy Locations:**

In Office/Division  Within the Agency  Off-site  
(Where? )

**(6a) Date System Became Operational:**

Name of Previous System (if any):

Date Migrated from Old System(if applicable):

**(6b) Record Value:**

Fiscal  Administrative  Legal

Historical

**(7) Data Inputs, Outputs and Sources:** (Describe primary data input and output and sources and providers of the data into the system. Also, give the names of any other systems, either inside or outside the agency, from which this information system receives data.)

**(8) Are Records from the System Scheduled?**  Yes  No  Not Sure

**If Scheduled, What is the Disposition Schedule?**  Permanent  Temporary  Not Sure

If Temporary, Years to Retain:

**If unscheduled, what is the recommended disposition? (See instructions)**  Permanent  Temporary

**Explain:**

**(9) Restrictions on access and use: (Is a public-use version available?)**  Yes  No

Public Disclosure:  Required  Prohibited

Security Classification:  Sensitive but Unclassified  Confidential  Secret  Top Secret

Other:  Vital  FOIA  Privacy Act  Subject to Audit  Archival

## Instructions

Items 1 through 7: Self-explanatory

Items 8 and 9: Critical information areas needed for this inventory. Provide as much detail (form number/names, etc.) as possible to determine information and workflow.

Item 8: In completing this item, think of the following questions:

- a) When does the information cease to have value to your program or USAID?
- b) How long should it be held for legal, fiscal, administrative, or historical reasons?
- c) How long should it be maintained to support current Agency business?

Note: Please contact Electronic Records Program manager (M/AS/IRD) with any questions.