

<b>Electronic Records Inventory Checklist</b>	
What Business Unit Owns the Data?	
Who is the Business Unit Contact?	
Who is the IT contact/that supports the electronic data?	
What medium is the data stored on?	
What format is the data in? (Unstructured – database, etc.)	
How often is the data backed up?	
How often are backup tapes rotated? (i.e. from offsite and recycled use)	
Where are the backup tapes stored?	
Have the backup tapes ever been tested? (i.e. can they be read?)	
Is the data Vital?	
If the data is Vital, what are the Disaster Recovery Plans?	
If offsite storage is handled by a vendor, contact the vendor for their availability during a disaster; and find out how they support their clients during a disaster.	