**United States Department of Agriculture**

Food and Nutrition Service



**FNS Office of Information Technology**

**Portfolio Management Division (PMD)**

**FNS Electronic Information System Questionnaire for Records Management Scheduling Template**

**(EIS Scheduling Questionnaire)**

**for**

**[Project or System Name]**

**Version 1.1**

September 09, 2013

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 03-12-2013 | IT Governance Branch (ITGB) | Created the document. |
| 1.1 | 09-09-2013 | IT Governance Branch (ITGB) | Re-formatted the document. |
| 1.2 |  |  |  |
| 1.3 |  |  |  |

**Contact Information**

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| --- | --- |
| **Area of Concern** | **Contact Person** |
| IT Governance Lead | Kevin Russ |
| SDLC Coordinator | Syed Jaffery |
| ITIRB Coordinator | Sunny Dilawari |
| Portfolio Management Division Director, Chief Portfolio Officer | Jacqueline Butler |
| Program Management Branch Chief | Allison Willcox |

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# Electronic Information System Questionnaire for Records Management Scheduling

|  |  |  |
| --- | --- | --- |
| 1 | **Name of System**  Identify the system by its official title. Also indicate acronym or short name if applicable. |  |
| 2 | **System Control Number**  Specify the internal control number assigned to the system for reference, control, or cataloging purposes if applicable. |  |
| 3 | **Contact Information: Name, Organization, Phone, E-mail**  Identify the person and persons who are responsible for the administration or maintenance of the system and who are familiar with the business practices for which the system is used (i.e. System Administrator, Information Management Official, and Project Manager). Include both phone numbers and e-mail address. | **Project Manager:**  **Program Contact:** |
| 4 | **Agency Program supported by the system**  Show the agency program(s) or mission(s) to which the system relates. |  |
| 5 | **Hardware**  Identify the environment on which this system reside, e.g. stand-alone workstation/PC (non-network), server-based, mainframe. |  |
| 6 | **Software**  Identify software currently used to build, operate, store and deliver the system. |  |
| 7 | **Where is this system used and by whom?**  For example, Agency-wide, region, local office. |  |
| 8 | **What is the purpose or function of the system?**  Provide a brief executive summary describing primary uses of the system |  |
| 9 | **What are the program and/or legal authority for the creation of this system?**  List any statutes, regulations or other governing authority for the creation of the system. |  |
| 10 | **What is the source of system input and how is it entered into the system?**  Is the input keyed into the system, scanned, or migrated? Where does the data originate (e.g. states, regulated community)  Provide form names and numbers of forms used for data input, if appropriate. |  |
| 11 | **Does the system contain electronic signatures?**  Are electronic signatures used for verification? |  |
| 12 | **What are the major outputs (e.g., reports, publications)?**  Show the systems 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. |  |
| 13 | **How are the data arranged or sorted?**  Is there a primary key for sorting or analysis? |  |
| 14 | **Information Content (Master file/database)**  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 time span, geographical 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. |  |
| 15 | **What are the system dates?**  When was the system created, and what is the date range of the information in the system? |  |
| 16 | **What are the update and/or back up processes?**  For example, are you able to obtain “historical snapshots” of data as they existed in the system at any time in the past (i.e., Once the system is updated, does it retain a file with the pre-existing version of the data)? If yes, describe any limitations on the earlier versions that can be retrieved.  In the ordinary course of business, is there routine archiving, destruction, purging, overwriting or alteration of information in the system that could result in the loss of data as it currently exists? |  |
| 17 | **Is the system linked to other systems, and if so, which systems?**  For example, is data migrated to another system? |  |
| 18 | **Does the system produce a public version of the data?**  For example, is a public version of the data available on an Agency internet site? |  |
| 19 | **Can you produce files from this system that meet the following specifications:** |  |
| Independent logical files | |  |
| Hardware and software independent files | |  |
| ASCII or EBCDIC character set | |  |
| No internal control characters | |  |
| Blocked no higher than 32,760 bytes | |  |
| 1/2 inch magnetic tape  **OR**  9 track open-reel at 800, 1600 or 6250 bpi  **OR**  8 track 3480-class cartridge at 37,871 bpi  **OR**  CD-ROM's which include fielded data files or text files scheduled to be preserved in the National Archives that are:   1. in conformance with the International Standards Organization (ISO) 9660 standard; 2. in compliance with the American Standard Code for Information Interchange (ASCII) standard as defined in the Federal Information Processing Standard 1-2 (11/14/84); 3. not dependent on control characters or codes which are not defined in the ASCII character set; | |  |
| 20 | **What kind of documentation is available?**  For example, user manual, data directory  (Please supply the record layout and codes for files in the system – a question used primarily with data base management system.) Where is this documentation located? |  |
| 21 | **Are there any restrictions on the data?**  Does transfer of this data in any format raise any security issues? Are the data encrypted? |  |
| 21 | **What are the retention requirements for the data in the system?**  Is there an existing NARA-approved records schedule for this system?  If there isn’t an existing records schedule, how long does the information need to be retained and WHY? |  |

# Approvals/Signatures

The undersigned acknowledge that they have reviewed the [name of document] document and agree with the information presented within this document. Changes to this document will be coordinated with, and approved by, the undersigned, or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | [Project or System Name] Project Manager |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | [Project or System Name] Business Owner |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Organization’s Approving Authority |  |  |