

# Improving Electronic Records Programs in the SUNY System Needs Assessment Template

## 1 Overview

a. What are the goals for electronic records management and preservation?

b. Does the College/University Archives have a collecting plan? Does it include electronic records?

c. Does the College/University have an electronic records management policy?

## Inventory Data

### *2. Recordkeeping Systems*

a. How many electronic recordkeeping systems are employed by the college/university?

b. How many different offices are responsible for managing these systems?

## Improving Electronic Records Programs in the SUNY System

c. Do the electronic recordkeeping systems have built in records management functionality? If yes, describe.
<b>3. <i>Electronic Records Series</i></b>
a. What number of electronic records series were identified in the electronic records inventory?
b. What is the quantity (in gigabytes) of storage space occupied by these series?
c. How many different media formats are used to store these series? Briefly describe media.
<b>4. <i>Born Digital Materials in Manuscript Collections in Special Collections</i></b>
a. How many manuscript collections contain digital materials?
b. What is the quantity (in gigabytes) of storage space occupied by these materials?
c. How many different media formats are used to store these materials? Briefly describe media.
<b>5. <i>Digitized Materials in Special Collections</i></b>
a. Has the archives/special collections digitized materials in its collections?
b. What is the quantity (in gigabytes) of storage space occupied by these materials?

## Improving Electronic Records Programs in the SUNY System

c. How many different media formats are used to store these materials? Briefly describe media.

d. How are they made accessible to researchers?

### 6. Preservation Requirements

a. What current preservation activities do the archives/special collections employ? (transfer, migration, duplication)

b. What are the requirements for ensuring the authenticity, readability, and accessibility of these materials? Based on the information collected in the inventory provide a description of preservation requirements for each series.

a) Media stability

b) File Format stability and longevity

c) Available metadata

d) Storage Location

e) Migration recommendations

f) Ownership

g) Access restrictions

### 7. Technology Resources

Based on the data collected in the Technology Scan Checklist describe the following technology resources available on Campus.

a) Storage

i) What is total available storage?

ii) Is management of storage centralized?

## Improving Electronic Records Programs in the SUNY System

iii) What media is used for storage and how is it configured?
iv) Where are storage media located?
b) Staffing
i) How many staff members in IT Department?
ii) What functions do IT staff support?
c) Funding
i) What is annual IT budget
ii) What are the major budget categories in IT budget?
d) Backups
i) How frequently are storage and recordkeeping systems backed up?
ii) What type of backup is used?
iii) What media is used to store backups?

## Improving Electronic Records Programs in the SUNY System

iv) Where are media stored?
e) Security
i) What access controls are in place?
ii) Is there an up-to-date disaster plan?