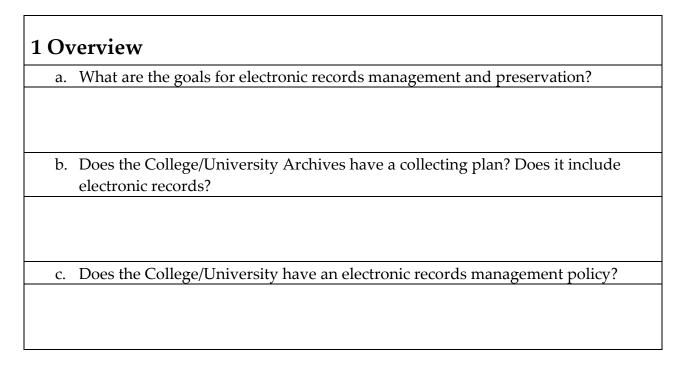
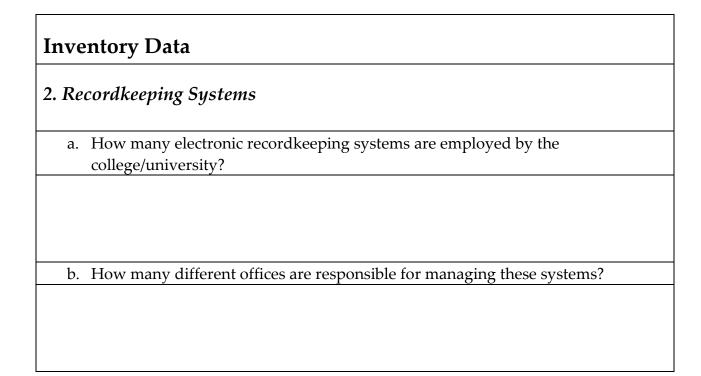
Improving Electronic Records Programs in the SUNY System Needs Assessment Template





Improving Electronic Records Programs in the SUNY System

C.	1 0 7	
	functionality? If yes, describe.	
3. Electronic Records Series		
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.	
	describe media.	
4. Born Digital Materials in Manuscript Collections in Special Collections		
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.	
5. Digitized Materials in Special Collections		
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?	
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- 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?

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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?

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