

SAMPLE INVENTORY FIELDS

| ASSESSMENT QUESTIONS | FIELD | DESCRIPTION |
|-------------------------------------|-----------------------------------|--|
| What is it? | Title | The familiar title for the digital collection |
| | Description | A narrative summarizing the characteristics of the materials and the types of information contained therein |
| | Genre Term | A general description of the digital object's descriptive category (ex: state record, manuscript, private collection) |
| | General Note | A narrative that provides additional information about the material that is not appropriate for any other field |
| | Date Original Estimated Growth | The dates (a single date or date range) associated with the content of the digital object A statement describing the expected growth of the digital object (EX: No growth expected; 50 MB/year) |
| Who owns it? | Owner | Department managing the digital item |
| | Responsible Staff | Person(s) in department with primary responsibility of the digital item |
| | Creator | Organization (internal or external) that created the digital item (ex: WNA, WHS-Library Archives) |
| | Date Digital | The dates (a single date or date range) associated with the creation and use of the digital object |
| What does it consist of? | Medium | A statement describing the the quantity and type of medium the information is being stored on (6 CDs, 2 Hard drives, 1 Zip disk) |
| | Extent | A statement describing the total quantity and formats of the materials (EX: 897 .pdf ; 372 TIFF) |
| | File Size | Total size in GB |
| Where is it right now? | Location | A statement describing where the primary digital object is currently being stored. (ex: Network- L:\ Drive, Virginia's office, State Records Center) |
| | Duplicates | Statement describing location of any secondary copies of the digital object |
| Criticality of the data | Data Criticality (1--> 5) | 1 - Digital and we hold the only copy - if we lose it, it's gone forever 2 - We have a digital copy but physical copies are at high risk (ex: Audio tapes) 3 - We have a digital copy but physical copies reside elsewhere 4 - We have a digital copy but digital copies reside elsewhere 5 - We Have a digital copy and still hold original physical item |
| | Ownership | Statutory Authority (ex:Statutory Authority - Wisconsin Statute 44.09) Donor Contract Purchase |
| | Business Criticality | 1 - Irrecoverable - Permanent loss of digital object would result in significant damage to our reputation and have a highly negative public relations impact. 2 - Major Impact - Temporary loss of digital object would result in Major damage to our reputation, or have a major negative public relations and/or financial impact (cost to replace or loss of revenue) or require major staff resources to correct. 3 - Minor Impact - Temporary loss of digital object would result in minimal damage to our reputation, or have a minor negative public relations and/or financial impact (cost to replace or loss of revenue) or require few staff resources to correct. 4 - No Impact - Temporary loss of digital object would result in no damage to our reputation, or have a negligible public relations and/or financial impact (cost to replace or loss of revenue) or require few staff resources to correct. |
| Backup and long-term storage | Standard Backup | Standard backup and recovery processes apply |
| | Dark Archive | Statement explaining special storage considerations due to nature of the materials |
| | Recovery Time | Statement describing recovery time needed in the event of a system-wide failure |
| | Retention Period | Statement describing retention period of item and what happens at the end of that time |
| Access to the Data | Data Access | Statement describing where the information will be viewed by the public (Internet, Intranet, etc) |
| | Restrictions | A narrative explaining any limits on access or use of the materials (ex: Statutes, PII, Copyright, Donor Restrictions) |