

## SAMPLE INVENTORY FIELDS

ASSESSMENT QUESTIONS	FIELD	DESCRIPTION
<b>What is it?</b>	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)
<b>Who owns it?</b>	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
<b>What does it consist of?</b>	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
<b>Where is it right now?</b>	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
<b>Criticality of the data</b>	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 - <b>Irrecoverable</b> - Permanent loss of digital object would result in significant damage to our reputation and have a highly negative public relations impact. 2 - <b>Major Impact</b> - Temporary loss of digital object would result in Major damage to our reputation, or have major negative public relations and/or financial impact (cost to replace or loss of revenue) or require major staff resources to correct. 3 - <b>Minor Impact</b> - 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 - <b>No Impact</b> - 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.
<b>Backup and long-term storage</b>	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
<b>Access to the Data</b>	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)