

INSTRUCTIONS - Type or print a separate form for each electronic records system, used to generate and/or maintain permanent records, as it is modified or updated. Forward with DGS 550-6 and Records Retention Schedule DGS 550-1. Call Maryland State Archives (410-974-3862) with questions regarding completion of this form.

1 DEPARTMENT/AGENCY

2 DIVISION

3 UNIT

4 DESCRIPTION OF ELECTRONIC SYSTEM - Explain computer/imaging hardware and software

5 DESCRIPTION OF THE PHYSICAL AND TECHNICAL CHARACTERISTICS OF COMPUTER GENERATED FILES

Line No.	FIELD (DATA ELEMENT)	FIELD LOCATION	CLASS Alpha Num	SIGN +/-	SIZE	TYPE OF DATA STANDARD	REFERENCE		NOTE
							IDENT AND PAGE	LINE NO.	
a	b	c	d	e	f	g	h	i	j

6 FOR GEOGRAPHIC INFORMATION SYSTEMS; Description of the physical and technical characteristics of the records, including a data dictionary, a quality and accuracy report, and a description of the graphic data structure, such as recommended by the "Spatial Data Transfer Standards (SDTS) (FIPS Pub 173, 1992 August 28)" and "Content Standards for Digital Spatial Metadata (March 31, 1994)."

7 DESCRIPTION OF THE BACKUP SECURITY PLAN BY MEANS OF WHICH PERMANENT AND NONPERMANENT ELECTRONIC RECORDS SHALL BE PRESERVED AND MADE ACCESSIBLE TO GOVERNMENT AND THE PUBLIC THROUGHOUT THE ELECTRONIC RECORDS LIFE CYCLE, INCLUDING ANY ADDITIONAL TECHNICAL INFORMATION, SOFTWARE, OR PLATFORMS NEEDED TO READ, COPY OR PROCESS THE RECORDS.