OSD ELECTRONIC INFORMATION SYSTEM APPRAISAL

1. SYSTEM TITLE

2. SYSTEM DESCRIPTION *(Continue on separate page if necessary)*

3. PURPOSE OF SYSTEM *(Continue on separate page if necessary)*

4. SOURCE(S) OF DATA *(Continue on separate page if necessary)*

5. INFORMATION CONTENT *(Continue on separate page if necessary)*

6. SYSTEM OUTPUTS *(Continue on separate page if necessary)*

7. RECOMMENDED OR AUTHORIZED DISPOSITION *(Continue on separate page if necessary)*

8. HARDWARE AND SOFTWARE ENVIRONMENT *(Continue on separate page if necessary)*

9. RECORDS MANAGEMENT FUNCTIONALITY

10. VOLUME AND ACCUMULATION

11. DATA RETRIEVABILITY

12. LONGEVITY STRATEGIES

13. INFORMATION USABILITY

14. ADDITIONAL INFORMATION *(Use this space to continue any item as needed. Specify item number.)*

15. PREPARER

a. NAME *(Last, First, Middle Initial)*	b. OFFICE	c. TELEPHONE *(Include area code/ DSN)*	d. DATE *(YYYYMMDD)*

SD FORM 828 (BACK), MAY 2013

INSTRUCTIONS FOR COMPLETING SD FORM 828,
OSD ELECTRONIC INFORMATION SYSTEM APPRAISAL

1. SYSTEM TITLE. Complete system name, abbreviation and system control number.

2. SYSTEM DESCRIPTION. Input a clear and concise description of system content, its use and the records created and maintained within, along with any authorizing orders/directives and Federal laws, if applicable.

3. PURPOSE OF SYSTEM. Describe how this system supports your agency's mission and day to day operations.

4. SOURCE(S) OF DATA. Describe the primary data input sources, whether inside or outside of the agency, and provide the names of the systems it connects to whether inside or outside of the agency.

5. INFORMATION CONTENT. Describe main subject matter, date coverage, time span, update cycle, or other major characteristics of the system. Hierarchy should include location of documentation needed to read and understand files, i.e., code books, file layouts and ECT, to include the name and location of personnel having custody of them.

6. SYSTEM OUTPUTS. Describe the system's main products and outputs (i.e., reports, tables, charts, etc.), frequency of preparation (weekly, monthly, etc.), and format of output (PDF, XML, HTML, etc.).

7. RECOMMENDED DISPOSITION OR AUTHORIZED DISPOSITION. Input recommended disposition (Lifecycle) for the records described herein or cite the current disposition for the records per OSD Records Disposition schedules.

8. HARDWARE AND SOFTWARE ENVIRONMENT. Identify the network operating system used and client architectures (e.g., WINDOWS SERVER 2002, PATHWORKS FOR UNIX NETWORKS, LOTUS NOTES, etc.).

9. RECORD MEDIUM. Describe the medium records are retained on (i.e., Magnetic tape, Compact Disk, Read Only Memory (CD-ROM), etc.).

10. VOLUME AND ACCUMULATION. Volume is total accumulation of information to date. Accumulation is total amount per year (express in KB, MB, GB, etc.).

Note: Questions 11 through 13 are for records and information that have a proposed disposition (lifecycle) of more than 5 years.

11. DATA RETRIEVABILITY. How will the component ensure the data within the information system remains retrievable and usable, in accordance with the proposed disposition and 36 CFR 1236.12.

12. LONGEVITY STRATEGIES. Has the program office considered which strategies it will implement to counteract hardware and software dependencies of electronic records whenever the information must be maintained and used beyond the life of the information system in which the information is originally created or captured per 36 CFR 1236.14.

13. INFORMATION USABILITY. How does the program office plan to ensure the usability of the information, and in usable formats, until the end of the proposed disposition date per 36 CFR 1235.14(b)1.

14. ADDITIONAL INFORMATION. Use this space to continue any item as needed. Specify item number.

15. PREPARER. Include name(s) of system manager(s) and/or other support personnel who can provide more information about the system and the program it supports.