

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Management Unit – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: rmu@sec.state.ma.us

Website: www.sec.state.ma.us/arc/arcrmu/rmuidx.htm

Phone: 617-727-2816 Fax: 617-288-8429

FORM RMU-1E – APPLICATION FOR ELECTRONIC SYSTEMS INFORMATION PLAN FACE SHEET

1. Plan for: _____
Municipal Entity (city, town, school committee, etc.)

2. Applicable Statutory Reference: _____

3. I certify that this plan and the retention periods for the records described in the plan have been reviewed by me as being in the best interests of this agency, and in compliance with applicable statutes and regulations. I further certify that the scanned records will be accessible for the full retention period.

Print or Type Name *Date*

Address *Phone*

Signature of Department Head or Authorized Agent *Date*

Signature of Chief Information Officer or Authorized Designee *Date*

Note: BEFORE YOU MAY CLEAR DATA OR FILES OF LISTED RECORDS, YOU MUST OBTAIN SEPARATE PERMISSION from the Board. Application for: DESTRUCTION PERMISSION (RMU-2E) is provided for the purpose.

DO NOT USE THIS SPACE

Systems Plan #

APPROVALS:

Pursuant to provisions of MGL, ch. 66, Supervisor of Public Records hereby grants permission to destroy the records listed in this application under the Disposal Schedule(s) above.

SUPERVISOR OF
PUBLIC RECORDS

Supervisor of Public Records

_____/_____/_____
Date of approval

RCB-IE SYTEMS INFORMATION MANAGEMENT PLAN

Agency Name

System Custodian and Liaison

System Name

System Overview (purpose)

System Description (technical)

System Inputs (with retention periods)

System Outputs (with retention periods)

System Backup Schedule

System Archiving Schedule

Restrictions on Use and Access

Related Systems Records, Files, and Indexes

System Contingency Plans

Access to Records During Retention Period

Certification of how the agency will ensure retrieval and access to the records for the duration of the retention period. Description should include the process for periodic review by agency staff to test accessibility to the records.

Other