McGill University Archives
Information Processing System Survey Form

I. Information on the Unit

1) Name of the Unit:

2) Name of Contact Person (include job title):

3) Phone number:

4) E-Mail Address:

II. Information Processing System

1) System Number: (if it exits)

2) Common Name for the System:

3) Full Name of the System:

III. Description and Use of the System:

1)   Goals and Objectives of the System

III. Description and Use of the System:

2) Year system created:

3) Year system implemented:

4) Does the system contain confidential information? Answer yes or no.

5) Does the system contain essential records? Answer yes or no.

6) Outside dates of the data:

7) Origin of the data:

8) History of Significant changes to the system:

IV. Output: List of the major printed reports of the system

V. Electronic Databases or other computer files: List of electronic databases or other computer files of the system as well as the name of the person and office responsible for their maintenance.

For each entry inscribed here there must be a completed *McGill University Archives Database and Computer Files Survey Form.*