

IDR information collection forms

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Create Record of Existing or Non-Existent Report

****Note:** This form is intended to help the university inventory any reports that are being generated or need to be generated. This includes those being assembled by data outside the current data warehouse.

Submitter's Name: Randy MacLeod

Duplicate Record

This submission is a revised version of a record I previously submitted.

Referring Party: *

Randy MacLeod



Existing or Non-Existing: *

Existing



Owner

College/Department/Administrative Unit: *

Facilities Management

Contact Name: *

Keep N. Track

Contact Phone/email: *

Expert Name:

(if report exists)

Expert Phone:

Administrator Name:

(if report exists)

Administrator Phone:

Estimated Annual Cost to Generate: * ▼

Report

Report Name: *

Purpose of Report:

Date In Service since :

Format: 2011-09-27

Access Restrictions:

Sensitive Information:

Reports Contents:

(list of fields)

Frequency of Use :

Currently at Risk:

(No Backup, No Security, Expert could leave)

Users

Group Names :

(e.g. Accounts Payable)

Security Notes:

User Count:

