

Electronic Records Worksheet: Access

Description of Records:

Target Consumers:

Significant Record Properties:

Existing Descriptive & Technical Metadata:

Copyright Status:

Considerations	Option 1: _____	Option 2: _____
<i>Ingest</i>		
<i>Record Format</i>		
<i>Description &amp; Discovery</i>		
<i>Request Management</i>		
<i>Delivery</i>		
<i>Restrictions Management</i>		
<i>Customer Support</i>		
<i>Cost</i>		