This checklist is an assessment of business system recordkeeping functionality and compliance.

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		System Name	Please provide both the full commercial product name and any UNSW name used (if it differs) along with any acronyms in common use/
		System Version	Please identify which version of the system is being assessed.
		Business Owner	The business process owner of the system.
		System Owner	The technical owner of the system.
		Type of Information managed in system	Please be as descriptive as possible in identifying the business processes being captured, the user audience and the format/types of information.
	Integrated with other business systems (If yes, note which systems and nature of integration)		Is the system integrated with any other business systems. If so, which and what is the direction of information flow between systems?
		Will the system store all data in NSW?	If no, a risk assessment will need to be completed (if not already planned.) https://www.records.nsw.gov.au/node/493
		Has a Data Classification been completed?	Please refer here
		Person completing this assessment	Please include your Position Title and Unit/Division
		Date of completion	

Does the system manage any unique evidence of official business (i.e.;not published or duplicate information)

This unique information, evidence of the activities of the University, is a record and will need to be managed in accordance with the University's Recordkeeping Policy and the NSW State