

Section Name: _____

Position Title: _____

[Records Manager](#)

Please Note: The red text below is only provided as a guide, please delete prior to submission.

BUSINESS APPLICATION NAME (including details re type of data and location of data servers)	Vendor Name	Server ID/Host Name of the machine(s)	DATA DATE RANGE
			Dec 2000 - Sept 2006
			Mar 1999 - Mar 2000

Report Date: _____

RDA ENTRY NUMBER	Approval Decomissioning	Decomissioned Date