

Note: Shaded areas identify new or revised material.

7. Electronic Records.

a. Electronic records are data in a form that can be created, read, stored, retrieved, analyzed, transmitted, deleted and processed by a computer and that satisfy the legal definition of a record. An electronic database is still considered an electronic record, even if the output products are converted to paper records. Electronic records may include, but are not limited to, data files and databases, machine-readable indexes, electronic spreadsheets, electronic mail and electronic messages, scanned documents, as well as other text or numeric information.

b. Uses of computer storage methods are encouraged when appropriate. When computer storage is used, ensure frequent and thorough backup practices protect against possible loss of information due to fire, natural or man-made disaster, or storage device failure. Back-up electronic files should be stored in another physical location (different building) so that a single catastrophic event is not likely to damage/destroy both the primary and back-up records.

c. When electronic processes (i.e., eServices, WMIRS or other CAP-approved online databases) are developed that meet the documentation requirements of CAP directives, CAP units are authorized to use the electronic process as an alternative to the hard copy files. That information does not then need to be entered on other CAP hard copy formats. CAP units must be sure that the electronic process used meets all documentation requirements of the respective CAP directive before eliminating the use of hard copy records.

No further changes.