

SAMPLE APPENDIX FOR COMPUTER RECORDS

1. Should any of the items requested above be computerized or otherwise mechanically stored, they will be provided as follows to preserve data identity and accuracy:

a. Any and all computer data, copies of the operating system and the computer software necessary to access the data and generate printouts of the data, along with the source code for those programs shall be provided on removable media that is native to the hardware on which it is being used.

b. Computer printouts containing any and all data and source code listings mentioned above.

c. Any and all documentation that identifies the hardware and software systems used to maintain and compile the records, including, but not limited to, the exact configuration of the computer hardware on which the information was created, along with complete software documentation on the use of the software and technical documentation that includes any changes made to the compiled programs from the initial use until the present.