

Managing Information in Organizations

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Chapter 6 Information Management Strategy

Link 6.1 Example Information Audit

Information Audit for Supplier Details

Data Identifier: <i>SPLR_DTL</i>		
Data Item: <i>Supplier Details</i>		Data Owner: <i>Brian</i>
Capture	What attributes of the data are captured?	Name, address, telephone number, fax number, website address, email address, contact name, account number, payment terms.
	Who captures or creates the data?	Manager (Amy).
	Where does the data come from?	Supplier, supplier contract.
	Where are the data captured or created?	Supplier directory.
	How are the data captured?	Manually in the supplier directory.
	When are the data captured?	When Amy identifies a potential supplier.
Store	Where are the data stored?	Supplier directory.
	What are the data security classifications?	Internal use.
Retrieve	What data are retrieved?	All details captured.
	Who retrieves the data?	Accounts manager (Brian).
	Where are the data retrieved?	Ordering and invoicing processes.
	How are the data retrieved?	Supplier name in supplier directory.
	When are the data retrieved?	Order creation, order query, on receipt of invoice.
	How frequently are the data retrieved?	Monthly.

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Use	For what purposes are the data used?	Order creation, invoice payment.
	Who uses the data?	Manager and accounts manager (Amy, and Brian).
	Where are the data used?	Ordering and accounts.
	How are the data used?	Identify supplier contact details and payment terms.
	When are the data used?	Order creation and invoice payment.
	How frequently are the data used?	Monthly.
Maintain	What data are maintained?	Address, contact name, payment terms.
	Who maintains the data?	Manager (Amy).
	Where are the data maintained?	Supplier directory.
	How are the data maintained?	Supplier directory changed.
	When are the data maintained?	On receipt of new contract.
	How frequently are the data maintained?	Annually.
Archive	What data are archived?	Complete entry.
	Who archives the data?	Accounts manager (Brian).
	Where are the data archived?	Off-site location.
	How are the data archived?	Alphabetically.
	When are the data archived?	Two years after supplier last used.
	How frequently are the data archived?	Reviewed annually.
Destroy	Who destroys the data?	Manager (Amy).
	Where are the data destroyed?	Off-site.
	How are the data destroyed?	Shredded.
	When are the data destroyed?	10 years after supplier last used.