Issue Date: 7/2/2008
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

System of Records Notice Checklist (One Time Activities)

	Does this notice provide complete instructions and is the address current?
	Does the current name adequately describe the system of records?
	Are all record sites, including Federal Records Centers and contractor sites, if applicable, identified?
	Are all categories of individuals on whom information is maintained adequately described?
	Are all categories of records which are maintained in the system adequately described?
	Is the purpose of the record correct as currently stated?
	Does the document cite the proper legal authority for maintenance of the system?
	Is each routine use statement still needed and does the wording conform to current guidance?
	Does this notice adequately describe how all records in the system are currently stored?
	Does this notice correctly state how records are retrieved from the system?
	Does this notice adequately describe all safeguards which are applicable to records in the system, including the categories of employees who have access to the records?
	Does this notice accurately state the retention period and means of disposal of records in the system?
	Is the System Manager correctly identified by title and address only?
	Does this notice require the notification breach routine use language?
	Are the instructions provided for record access complete and current?
	Are the instructions provided for record contesting complete and current?
	Are all current record sources included and correctly stated?