

Add Corporate Record

Corporate Record Details

Division <input type="text" value="Please Select..."/>	Department <input type="text" value="Please Select..."/>			
Record Type <input type="text" value="Please Select..."/>	Record Name <input type="text"/>			
Record Description <input type="text"/>				
Record Format <table><tr><td><input type="checkbox"/> Paper</td><td><input type="checkbox"/> Electronic</td><td><input checked="" type="checkbox"/> Both</td></tr></table>		<input type="checkbox"/> Paper	<input type="checkbox"/> Electronic	<input checked="" type="checkbox"/> Both
<input type="checkbox"/> Paper	<input type="checkbox"/> Electronic	<input checked="" type="checkbox"/> Both		
Are the paper records held onsite? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Where are the paper records held? <input type="text"/>			
Are the electronic records held onsite? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Where are the electronic records held? <input type="text"/>			
Confidentiality <input type="text" value="Please Select..."/>				
Personal data? <input type="checkbox"/> Yes <input type="checkbox"/> No	Environmental Data? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Information Owner

Please Select... 

Contact

Please Select... 

Information shared with anyone outside the Trust?

Yes

No

Has this been added to the Trust's data flow mapping database?


Yes

No

Please Provide details about this item being shared outside of the Trust

Retention Details

Date Retention Period Starts

Explain Retention Period Start Date

Retention Period

 0 Years

Review Period

Please Select... 

 Submit Corporate Record