

| Field | Definition | Value |
|-------------------------|---|-------|
| Flow Chart Ref. | Reference number on flow charts | # |
| Software Application | Software application in which record originates or is connected | |
| Document Type | Name of document type | |
| Responsible | Position responsible for decision making on this record | |
| Team Leader | Team Leaders for application in which record is produced or stored | |
| File Type | Type of file, typically determined by extension | |
| Index(es) | First index on which record will index | |
| Index(es) | Second index on which record will index | |
| Index(es) | Third index on which record will index | |
| Document Number | Number given to the document from the system or provided | |
| Document Date | Date stamped or stated on the document | |
| Routing | Will the record be "moved" for approval or review before being "stored" (States for vendor system)? | |
| Approval | Will the record be approved before another action taken? | |
| Priority | Relative value of the record to the organization | |
| Freq./Volume | Relative volume of this record in the organization (1=low, 5=very high) | |
| Security | How secure does this record need to be? | |
| Retention | What determines the retention of this document, duration? | |
| Version - Multiple | Will there be multiple versions of the record? | |
| Versions - Saved | If there are multiple versions, will they all be saved? | |
| Origination | From where does the record originate? | |
| Integration to | To which application or program should this record be available? | |
| Integration from | From which application or program will this file or record be made available? | |
| Disposition of Original | What should happen with the original document, file, or record? | |
| Sample | Does an example exist for reference? | |
| Searchable | Should the content within the document be searchable? | |