# Data Classification and Categorization Worksheet

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| **Department Name:** Enter Department Name |
| **Record Series or Information System Name:** Enter Record Series or Information System Name |
| **Mission/Essential Business Function Supported:** Enter Mission/Essential Business Function Supported |

| **Information Types** | **Data Elements** |
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| Enter Information Types | Enter Data Elements |
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| **Information Type** | **Data Classification** | **Confidentiality Impact** | **Integrity Impact** | **Availability Impact** |
| --- | --- | --- | --- | --- |
| Enter Information Type | Select Data Classification | Select Confidentiality Impact | Select Integrity Impact | Select Availability Impact |
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| **Final Impact Categorization:** | Select Confidentiality Impact | Select Integrity Impact | Select Availability Impact |

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| **Overall Information Impact Categorization:** Choose an item. |

| **Data Owner:** An organizational unit having responsibility for making classification, categorization, and control decisions regarding information assets. | Click or tap here to enter text. |
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| **Data Custodian:** Personnel or organizational unit (such as a data center or information processing facility) responsible as caretaker for the proper use and protection of information assets on behalf of the information asset owner. | Click or tap here to enter text. |
| **Data Users:** Information maintained by state agencies that requires special precautions to protect it from unauthorized modification, or deletion. See SAM Section 5305.5. Sensitive information may be either public or confidential (as defined above). | Click or tap here to enter text. |
| **Data Format:** type of data, e.g.: text, image, audio, video, etc.) | Click or tap here to enter text. |
| **Data Location:** location of the storage of the data (local, cloud, etc.) | Click or tap here to enter text. |
| **Collection method:** means that data is collected or input into the system | Click or tap here to enter text. |
| **Collection scope:**  boundaries of where data is collected from, e.g., local, national, int’l, web, open/closed. | Click or tap here to enter text. |
| **Access methods:** how is data accessed by end users/processes | Click or tap here to enter text. |
| **Access locations:** locations where data may be accessed | Click or tap here to enter text. |
| **Storage Volume:** approximate volume of the storage of the data | Click or tap here to enter text. |
| **Type of storage:** technical storage media type and configuration and protections configured | Click or tap here to enter text. |
| **Retention Period:** lifespan of data | Click or tap here to enter text. |
| **Retention Disposition:** what is done with data at the end of data lifespan? | Click or tap here to enter text. |