Form for 3.6.1
Illustrative Data Collection Form
The Reliability of the File System

1. Case number: _____

2. Type of case: ☐ Criminal ☐ Domestic relations
   ☐ Civil ☐ Juvenile

3. Date case filed: / /
   month day year

4. Date case disposed: / /
   month day year

5. Storage status: ☐ Pending
   ☐ Closed and off-site
   ☐ Closed and on-site

6. Was the file retrieved? ☐ Yes ☐ No
   This includes files that are said to be in circulation but cannot be produced.

7. Where was the file? ☐ In storage system
   ☐ Other location
   ☐ In circulation
   ☐ Could not be found

8. Length of time taken to find file: / /
   days hours minutes