

### Examples of Record types and E-Storage media

Physical Records	Electronic Records	E-Storage Devices
<ul style="list-style-type: none"> <li>• Paper file folders, maps, drawings, plans</li> <li>• Printed photographs</li> <li>• Microfilm &amp; microfiche</li> <li>• Audio cassettes</li> <li>• Video cassettes</li> </ul>	<ul style="list-style-type: none"> <li>• Unstructured electronic documents (i.e. .doc, .docx, .pdf, .msg, .JPEG, etc.)</li> <li>• Structured electronic content (i.e. ERP, CRM, etc.)</li> <li>• Web site content</li> <li>• Text messages, tweets, Wikis &amp; Blogs</li> <li>• Voice mail &amp; audio and video recordings</li> <li>• Scanned images of documents</li> </ul>	<ul style="list-style-type: none"> <li>• Web Server</li> <li>• Network &amp; shared drives</li> <li>• Hard drives</li> <li>• Backup tapes</li> <li>• Diskettes</li> <li>• USB flash drives</li> <li>• Flash card in cameras</li> <li>• Cell phone memory &amp; other mobile device memory (cards)</li> </ul>