RECORDS INVENTORY WORKSHEET											
Department/Section		Contact			Phone No.						
Location of Records		Schedule No.			Item No.						
Room File											
Records Series Title											
Record/File Title											
Description (Contents, Purpose, and Use: Include form title and numbers, if any)											
Record Copy Duplicate Copy File Type Cut-Off Date Arrangement				Authorization for Series							
□ Subject											
Case/Business Activity	Calendar Year Fiscal Year		 Alphabetic by Alphanumeric by 		☐ a. Statute ☐ b. Regulations						
Working Papers	Anniversary	🗌 🗌 Nun	Numeric by			□ c. Administrative					
☐ Reference ☐ Index	Continuous Other		Chronological by Other			(Citation)					
			er		(CIL	allonj					
Bound books, catalogs 11" x 15" computer printouts Computer disks Bound books, catalogs Roll microfilm Computer tapes/cartridges 3" x 5" Cards Microfiche Video tapes 4" x 6" Cards Other Other											
Electronic Records Filing											
a. What is the name of	the system?										
b. Who owns the system?											
c. What operating system is needed to retrieve and view files?											
d. What application software is needed to retrieve and view files?											
	at? (.doc, .xls, .tif, .rt	-									
_			d? (1 year, 5 years, etc.)								
	-	-	minutes, days, weeks, et	t c.)							
	ormation accessed? (ionthly, etc.)								
	rity do these records s										
j. Are there any records related to these records? k. Do you need more assistance with assessing these records?											
Current Holdings											
Year	Paper	Electronic	Type Filing Equipment Us								
(Inclusive Dates)	Cubic Feet	Bytes/Item Count			Used	Quantity					
		Count									

How active are these records? Active (accessed frequently; weekly of semi-active (accessed periodically; n Inactive (no need to retain in the active)		Who uses these record							
Place an "X" in the proper column (If the	v.) Y	YES NO							
1. Is this Department the official record									
2. Are there copies of this record series									
3. Are there copies of this record series	partment?								
4. Does this record series contain infor									
5. Is there any legal requirement affect									
6. Does this record series contain infor									
7. Does this record series contain infor	<u>ٰ</u> ۲								
 B. Does this record series contain infor 9. Is this record series needed because 		-							
	e of archival or historic	Interest?	L						
10. Are these vital records?									
Responses to Questions and Additional Comments									
Retention		Recommended	Retention						
Inventoried By	Date	Reviewed By		Date					