RECORDS INVENTORY WORKSHEET										
Department/Section		Contact	Contact			Phone No.				
Location of Records	Schedule No.	Schedule No.			Item No.					
Room File										
Records Series Title										
Record/File Title										
Description (Contents, purpose, and use: Include form title and numbers, if any)										
File Type	Record Copy Duplicate Copy e Type Cut-Off Date Arrangement				Authorization for Series					
 Subject Case/Business Activity Working Papers Reference 	Subject □ Calendar Year Case/Business Activity □ Fiscal Year Working Papers □ Anniversary		Alphabetic by Alphanumeric by Numeric by Chronological by		 ☐ a. Statute ☐ b. Regulations ☐ c. Administrative 					
☐ Index			Other		(Citation)					
Record Form 8-1/2" x 11" paper (letter size) 11" x 15" computer printouts Computer disks 8-1/2" x 14" paper (legal size) 11" x 8-1/2" computer printouts Compact disks Bound books, catalogs Roll microfilm Computer tapes/cartridges 3" x 5" Cards Microfiche Video tapes 4" x 6" Cards Other Optical disks										
 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? e. What is the file format? (.doc, .xls, .tif, .rtf, etc.) f. What is current age of media on which records are stored? (1 year, 5 years, etc.) g. How quickly is this information usually needed? (within minutes, days, weeks, etc.) h. How often is this information accessed? (daily, weekly, monthly, etc.) i. What business activity do these records support? j. Are there any records related to these records? 										
Current Holdings										
Year (Inclusive Dates)	Paper Cubic Feet	Electronic Bytes/Item Count	Type Filing Equipment Used Quant		Quantity					

How active are these records? Active (accessed frequently, weekly of semi-active (accessed periodically, n Inactive (no need to retain in the active)	nonthly or less often)		Who uses these re	cords	?			
Check the proper column. If the answer i	space below.		YES NO					
1. Is this Department the official record		<u> </u>	<u> </u>					
2. Are there copies of this record series								
3. Are there copies of this record series	artment?							
4. Does this record series contain infor								
5. Is there any legal requirement affecti		<u> </u>						
6. Does this record series contain infor								
7. Does this record series contain infor								
8. Does this record series contain infor								
9. Is this record series needed because								
10. Are these vital records?								
Responses to Questions and Additional Comments								
Retention		Recommended	Retention					
		-						
Inventoried By	Date	Reviewed By			Date			