

# RECORD SERIES INVENTORY

**INSTRUCTIONS: USE ONE FORM PER RECORD SERIES**

<b>DEPARTMENT</b>	<b>DIVISION</b>	<b>OFFICE</b>
<b>CONTACT PERSON (Name, Title, Phone Number)</b>		<b>DATE INVENTORY COMPLETED</b>

**RECORD SERIES TITLE and DESCRIPTION (How the record functions, what information it contains, form number)**

**PAPER**     LETTER SIZE     LEGAL SIZE     BOUND BOOK     RINGED NOTEBOOK     PUNCH CARD     CARD FILE: SIZE \_\_\_X\_\_\_  
 OTHER: \_\_\_\_\_

**MICROFILM**     ROLL SIZE: \_\_\_\_\_ mm     FICHE     OTHER: \_\_\_\_\_

**MAGNETIC MEDIA**     COMPUTER TAPE    SIZE: \_\_\_\_\_     AUDIO TAPE    SIZE: \_\_\_\_\_     VIDEO TAPE    SIZE: \_\_\_\_\_  
 DISC    SIZE: \_\_\_\_\_     OTHER: \_\_\_\_\_

**FILING METHOD**     ALPHA BY \_\_\_\_\_     NUMERIC BY \_\_\_\_\_     CHRONOLOGICALLY BY:     CALENDAR YEAR  
 FISCAL YEAR

**REFERENCE RATE**     DAILY     WEEKLY     MONTHLY     YEARLY     OTHER: \_\_\_\_\_

INCLUSIVE DATES		RECORD SERIES RANGE	RECORDS LOCATION	RECORD TYPE	EQUIPMENT TYPE	VOLUME
FROM	TO	(e.g., Li-Ru, 300-650)	(Building, Room, Floor Number)			(Cubic Feet)

**LIST OTHER SOURCES AND LOCATIONS OF THIS RECORD SERIES**

<b>ANNUAL ACCUMULATION</b> (In Cubic Feet)	<b>APPLICABLE STATUTES/REGULATIONS</b>	<b>IS AN EXTERNAL AUDIT REQUIRED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>IS RECORD SERIES LISTED ON A RECORDS RETENTION SCHEDULE?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>IF NO, CONTACT DORES RECORDS MANAGEMENT SERVICES.</i>
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