

RECORDS INVENTORY FORM

Refer to the example and note the following when completing the Records Inventory Form:

- o Complete 1 form for each Record Category Code within each Location.

- o 'Location of Records' should include the employee's name and his/her work area description (e.g., Joe Smith Office, Jane Doe Cubicle, Judy Jones Secretarial Area), or if the records are not in an individual's work area, identify the specific location (e.g., Departmental Central File, File Room #2).

- o 'Sequence of File Titles' should include the sequence for each Media type. DO NOT list file folder titles.

- o 'Volume' is linear inches for paper records (i.e., paper, binders, manuals, drawings, calendars, transparencies & photos), microfiche, slides, and X-Rays. 'Volume' is number of items for floppy diskettes, hard disks, microfilm rolls, video tapes, audio tapes, and computer tape cartridges.

- o 'Year Dates' should include each Year Date for each Media type. DO NOT use month or day or a date range.

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