

Records Inventory Worksheet

COLLEGE/ADMINISTRATIVE DEPT. _____

RECORD SERIES TITLE _____

RECORD SERIES DESCRIPTION

DATE SPAN _____

LOCATION _____

RETENTION ☐ Scheduled retention & disposition ☐ Applicable mandates (Federal, State, Local) ☐ Not scheduled (Appraise and reason for proposed retention)
ARRANGEMENT ☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Alphanumeric ☐ Other (specify _____)
FORMAT ☐ Paper ☐ Audio/visual ☐ Electronic
VOLUME ☐ Linear feet ☐ Number of items & type
VALUE ☐ Vital ☐ Historical ☐ Routine ☐ Copy (not original)

Name

Date