

Records Inventory Data Worksheet

See instructions in Publication #76, Inventory and Planning, before completing this form.

1a. Government/Agency	1b. Department/Unit
2. Records Series Title	
3. Date Span	
4. Records Series Description (Describe content and characteristics of records)	
5. Arrangement Alphabetical Numerical Chronological Alphanumeric Other (Specify):	
6a. Retention Not scheduled Permanent Appraise for historical value Scheduled Retention:	
6b. Schedule and Item Number, or Reason for Proposed Retention	
7. Location	
8. Format Paper Audiovisual Micrographic Electronic	
9. Total Quantity (In cubic feet <i>or</i> number of items): Cubic feet: Items: Type of items:	
10. Annual Accumulation (In cubic feet <i>or</i> number of items): Cubic feet: Items:	
11. Frequency of Use Daily Weekly Monthly Seldom Never	
12. Restrictions of Use	
Records Are: 13. In Poor Condition 14. Vital (Essential to operations) 15. Official Copies	
16a. Name of Person Completing Form	16b. Date