

County, City, Town, etc.

Number

Records Inventory Worksheet

1. Department _____ Division _____ Section _____

2. Name and title of officer immediately responsible for series _____

3. Records series title _____ 4. Series number _____

5. Description of records series (content, purpose, by whom created, form numbers, etc.) _____

6. Earliest date/Latest date _____ 7. Records still being created? Yes No 8. Annual accumulation _____ cubic feet

9. Arrangement
Alphabetic by _____ Numeric by _____ Other _____

10. Reference frequency (check, insert number, circle appropriate words)
 _____ times daily, weekly, monthly, annually for _____ months, years. Never after _____

11. If there are other copies of these records, including microfilm, identify them _____

12. Relationship to other records series (indexed, summarized, listed, etc.) _____

13. Location of records (building, room, file section, etc.) _____ 14. Volume _____ cubic feet

15. Size and format of record _____ 16. Type and quantity of file equipment occupied _____

17. Statutory or state archival requirements for retention _____

18. Suggested retention period with justification _____

19. Additional comments _____

20. Inventory taken by and date _____ 21. Reviewed by and date _____

22. Appraisal confirms suggestion retention period or substitutes following: _____

23. Department head and date _____ 24. Records Officer and date _____

25. Other local authority and date _____ 26. State Archivist and date _____

From H.G. Jones, *Local Government Records: An Introduction* (Nashville: American Association for State and Local History, 1979) as it appeared in *Managing Records on Limited Resources—A Guide for Local Governments*, Stephen E. Haller, CRM, issued by NAGARA (November 1991). Local officials are welcome to reproduce this worksheet. This constitutes formal permission from author and publisher for its reproduction, with proper acknowledgment to source.