|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Records Inventory Worksheet  **Physical Records** | | | | | | | | | | Page \_\_\_ of \_\_\_ | | |
| Date | | |
| **Agency** | | **Department/Division/Section** | | | | | | | | | **Building/Office/Cubicle #** | | |
| **Name of Contact Person** Who Completed this **Form** | | **Contact Person Phone/Email** | | | | **Name of Records Coordinator** | | | | | **Records Coordinator Phone/Email** | | | |
| **Title of Records**  **Enter record name/file name used by office** | | | | **Description** | | | | | | | | | | |
| Inclusive Dates | Location of Records  Cube/Room # \_\_\_\_\_ File Drawer  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Total Volume (cubic feet) | | | Do indexes or finding aids exist for these records? If so, please describe them. | | | | | | | |
| Media Type  Paper Microfilm/fiche Video/Audio Tape  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Frequency of Use  Daily Weekly Monthly  Annually Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Primary or Secondary Copy?  Primary  Secondary  If secondary copy, where is primary?  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **FOR RECORDS OFFICER/RECORDS COORDINATOR USE ONLY** | | | |  | | | | | | | | | | |
| Records Series Title  **Enter record series title given in records retention schedule** | | | Disposition Authority Number (DAN) | | Cut-Off | | | **Retention Period** | | Disposition Action  Transfer  Destroy | | | Destruction Method |
| Remarks  Essential Archival Confidential  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Comments | | | | | | | | | | | |