

RECORDS INVENTORY

- (1) _____
(NAME OF POLITICAL SUBDIVISION)
- (2) RECORDS OF: _____
(OFFICE/DEPARTMENT) (UNIT)
- (3) RECORD SERIES TITLE: _____
- (4) LOCATION OF RECORDS: _____
- (5) DESCRIPTION: _____
- (6) DATES: From: _____ To: _____

(7) Are records still created? Circle Answer Yes No (7a) Are these Vital Records? Yes No	(8) Quantity/Volume	(9) Arrangement (Circle Answers): Alphabetical Numerical Chronological Subject
(10) Record media (Circle answers) Paper: Bound Volumes Mylar Microfilm: 16mm 35mm Microfiche Electronic Record: Tape Reel Cassette Diskette CD ROM Optical Disk		(11) Reference to this record(s) series (Circle answers) Daily/Weekly/Monthly/Yearly for _____ Never After _____ _____
(12) Recommended retention period for each type of media:		(13) Schedule No. Assigned: (14) Inventory taken by:

Explanation of form parts:

- (1) Write in the name of the political subdivision for which the inventory is being compiled.
- (2) Write in the name of the office, division or unit to which the records belong.
- (3) Write in the title of the records series. Use a separate form for each records series at each location.
- (4) Give the exact location of the records. Be sure to include all storage areas.
- (5) Provide a brief description of the records series, including form numbers when applicable.
- (6) Indicate the beginning and ending dates of the records series, e.g. May, 1976 to April, 1998.
- (7) &7a Circle if the records are still created. Circle if the records are considered "Vital" for your office to function daily.
- (8) Indicate the volume or quantity of the records. It may be in cubic feet, number of volumes/microfiche, rolls of microfilm or reels of computer tape. This will help you plan your storage needs. A cubic foot is 12"x12"x12" or 1,728 cubic inches.
- (9) Circle how the records are arranged, i.e., in numerical order, chronological order, alphabetical order, subject file, etc.

- (10) Circle whether the record is created and stored on paper, microfilm computer tape, etc. Circle ALL formats your office uses for this record. Remember to schedule and assign a schedule number to each type of media.
- (11) Indicate how often the records are used. For example: daily for one (1) year; never after three (3) years.
- (12) Write in recommended retention period. See the Ohio County Records Manual or the Ohio Municipal Records Manual for suggested records retention periods or create the retention period based upon the records' administrative, fiscal and legal value to your office. If you know of any law, rule or regulation requiring this record(s) series to be retained for a specific period of time write in the citation.
- (13) Assign a unique schedule number for this record(s) series which will clearly identify it on all paperwork in the future. If the records are included on an existing approved, Schedule of Records Retention and Disposition (RC-2), write in the schedule number for reference.
- (14) Sign and date the form.

Additional Remarks or Notations for your use: