



# County Technical Assistance Service

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## Appendix F: Records Inventory Worksheet

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Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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# Appendix F: Records Inventory Worksheet

Reference Number: CTAS-2075

APPENDIX F  
Records Inventory Worksheet

<b>Records Inventory Worksheet</b>		
<b>County, City, Town, etc</b>		<b>Number</b>
<b>1. Department</b>	<b>Division</b>	<b>Section</b>
<b>2. Name and title of officer immediately responsible for series</b>		<b>4. Series number</b>
<b>5. Description of records series (content, purpose, by whom created, form numbers, etc.)</b>		
<b>6. Earliest date/Latest Date</b>	<b>7. Records still being created?</b>	<b>8. Annual accumulation?</b>
	Yes ___ No ___	Cubic feet _____
<b>9. Arrangement</b>		
Alphabetic by _____	Numeric by _____	Other _____
<b>10. Reference frequency (check, insert number, circle appropriate words)</b>		
_____ times daily, weekly, monthly, annually for ___ months, years		Never after _____
<b>11. If there are other copies of these records, including microfilm, identify them:</b>		
<b>12. Relationship to other records series (indexed, summarized, listed, etc.)</b>		
<b>13. Location of records (building, room, file section, etc.)</b>		<b>14. Volume</b>
		Cubic feet _____

<b>15. Size and format of record</b>	<b>16. Type and quantity of file equipment occupied</b>
<b>17. Statutory or state archival requirements for retention</b>	
<b>18. Suggested retention period with justification</b>	
<b>19. Additional comments</b>	
<b>20. Inventory taken by and date</b>	<b>Reviewed by and date</b>
<b>22. Appraisal</b>	
<b>Confirms suggested retention period or</b>	<b>Substitutes the following:</b>
<b>23. Department head and date</b>	<b>24. Records Officer and date</b>
<b>25. Other local authority and date</b>	<b>26. State Archivist and date</b>

 APPENDIX F.pdf

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**Source URL:** <http://ctas-eli.ctas.tennessee.edu/reference/appendix-f-records-inventory-worksheet>

