

APPENDIX F

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? _____ 8. Annual accumulation _____ cubic feet
 Yes No _____
-
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.