

# RECORDS MANAGEMENT SERVICES

## INSTRUCTIONS FOR RECORDS/INFORMATION INVENTORY REPORT

The Records Inventory Report form is provided for your convenience in preparing an inventory of records stored and maintained by your department. Please refer to the Purchasing Guide (Appendix E) for information on where to secure these forms. Use a separate form for each record title. Instructions are as follows:

1. **Agency Identification:** Fill in as appropriate.
2. **Record Title:** Supply the specific title of the record and form number, if any. Also include any title variations. Assign a title in brackets if none exists or if present title is misleading or too general.

Records are to be listed by filing units or appropriate segments of general files -- not separate forms or reports or other papers which do not constitute filing units. For example, applications for employment should not be listed as individual inventory items if they are filed in personal history folders along with job descriptions, changes of status and other data about employees; all of the documents comprise one inventory item listed as the personal history data file. Applications for employment are separate inventory items only if they are filed separately.

3. **Description:** State the function of the record, specify the principal data elements and identify any supporting papers. State who the users of the record are and if you maintain more than one copy.
4. **Status:** If you are still creating the record, enter current; if you maintain an old record, but no longer create such a record, enter obsolete.
5. **Years:** State earliest and latest date (ie. 1910 to 1994).
6. **Arrangement:** State how record is arranged - alpha, chrono, numeric or other.
7. **Duplicate Information:** If the same information is available elsewhere in original, printed or electronic form, give the title of that record or publication and state who maintains it. State which is the definitive record.
8. **Record Format:** Identify the format of the record. Is it bound or unbound, roll microfilm, COM printouts, electronic (on-line), optical, CD-ROM, etc....
9. **Frequency of Use:** State how many times in a day, month or year you use or access this record.
10. **Labeling:** If the record is bound, in a box, on a disk or platter, state if there is any labeling, and, if so, what it says.
11. **Indexing:** State how records are indexed, if appropriate.
12. **Condition:** State the condition of the record in terms of good, fair, poor or other (specify).
13. **Missing Records:** Explain any file gaps in your holdings of this record. If necessary, attach additional sheets.
14. **Quantity:** Compute in cubic feet. See Conversion Factors in appendix for guidance.
15. **Action Recommended:** Place an "x" in the box or boxes which reflect what you recommend.
16. **Recommended Retention Period:** State in terms of years, months and days how long each record is of value to you. Explain why and attach any additional sheets or statutes as necessary.
17. **Prepared By:** Sign the form legibly.
18. **Date Prepared:** Give the date you signed the form.
19. **Phone Number:** Give your work phone number.

**NOTE: The State Archives recommends that all agencies maintain a perpetual information/records inventory. This inventory can be helpful to you as a managerial tool, i.e., forms management, files management, etc.**