STATE ARCHIVES AND PUBLIC RECORDS
RECORDS INVENTORY REPORT

DEPARTMENT	DIVISON	UNIT

RECORD TITLE (INCLUDE TITLE VARIATIONS AND FORM NUMBER - IF ANY)

DESCRIPTION (INCLUDE PURPOSE OF RECORD AND PRINCIPAL DATA ELEMENTS - SAMPLE)

STATUS (CURRENT OR OBSOLETE)	YEARS (EARLIEST AND LATEST)	ARRANGEMENT (CHRONO, ALPHA,ETC.)

DUPLICATE INFORMATION (BY WHAT RECORD OR PUBLICATION AND WHO HAS IT)	RECORD FORMAT (BOUND, UNBOUND, MICROFILE, ETC.)

FREQUENCY OF USE (DAILY, MONTHLY ETC)	LABELING	INDEXING

CONDITION (GOOD, GOOD, POOR)	MISSING RECORDS (NO, YES - EXPLAIN)	QUANTITY (IN CUBIC FEET)

ACTION RECOMMENDED BY AGENCY	RECOMMENDED RENTENTION PERIOD (LENGTH OF TIME AND WHY)
☐ DESTRUCTION ☐ SCHEDULE (SPECIFY TYPE OF ACTION) ☐ MICROFILM - DESTRUCTION ☐ MICROFILM - SECURITY _____ ☐ TRANSFER ORIGINALS _____ ☐ TRANSFER MICROFORM	

PREPARED BY	DATE PREPARED	PHONE NUMBER

RECOMMEND ACTION BY STATE ARCHIVES

☐ APPROVE   ☐ OTHER (SPECIFY) _____
☐ DISAPPROVE   _____
☐ REFER TO AG   _____
☐ REFER TO SA