RECORDS INVENTORY WORKSHEET

Texas State Library - State and Local Records Management Division

RMD 103 (11/07)		
1. AGENCY NAME AND DIVISION		
2. DEPARTMENT / SECTION / UNIT	3. LOCATION OF RECORDS AND/OR FILE CODE	
4. NAME AND TITLE OF PERSON RESPONSIBLE FOR MAINTAINING RECORDS		5. TELEPHONE

RECORDS SERIES IDENTIFICATION

6. WORKING RECORDS SERIES TITLE				
7. DESCRIPTION (Summary of contents:	function of records; form numbers, if any. Continue description on	reverse side if needed.)		
8. STATUS	9. RECORD MEDIUM PAPER (SPECIFY SIZE) MICROFORM – SPECIFY ELECTRONIC – SPECIFY MAPS, DRAWINGS COMPUTER PRINTOUT	10. ARRANGEMENT ALPHABETICAL SUBJECT NUMERIC GEOGRAPHICAL ALPHA-NUMERIC CHRONOLOGICAL OTHER-SPECIFY		
11. VOLUME (IN CUBIC FEET) CURRENT TOTAL ANNUAL ACCUMULATION RATE	12. ESTIMATED ACTIVITY PER FILE DRAWER FOR HOW LONG? HIGH (DAILY) MEDIUM (WEEKLY TO MONTHLY) LOW (LESS THAN ONCE A MONTH)	13. RESTRICTIONS LEGAL VITAL (ESSENTIAL) CONFIDENTIAL ARCHIVAL SUBJECT TO AUDIT		
14. STORAGE FILING CABINET BOXED ROLLED SHELVING FLAT OTHER-SPECIFY	15. CURRENT RETENTION PERIOD ACTIVE (IN OFFICE) (IN STORAGE)	16. INCLUSIVE DATES FROM TO		
17. INFORMATION MAINTAINED ON MORE THAN ONE MEDIUM (EXPLAIN)				
18. INFORMATION DUPLICATED ELSEWHERE (EXPLAIN)				
19. INFORMATION SUMMARIZED ELSEWHERE (EXPLAIN)				
20. NAME AND TELEPHONE NUMBER O	F PERSON LAKING INVENTORY	21. DATE OF INVENTORY		

FOR USE OF AGENCY RECORDS MANAGEMENT OFFICER

22. OFFICIAL RECORDS SERIES ITEM NUMBER	23. OFFICIAL RECORDS SERIES TITLE	
24. OFFICIAL RECORDS RETENTION PERIOD		BASIS FOR RETENTION PERIOD
REFER TO THE TEXAS STATE LIBRARY RECOMMENDED RECORDS RETENTION SCHEDULE (RRS) FOR RECOMMENDED RETENTION PERIODS	ACTIVE (IN AGENCY) INACTIVE (IN STORAGE) TOTAL	RRS - ITEM # STATUTE - # AGENCY POLICY - # OTHER - SPECIFY

DESCRIPTION Continuation of description from other side -- RMD 103 (11/07):