# 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**

- ☐ RECORD COPY
- ☐ CONVENIENCE COPY

**9. RECORD MEDIUM**

- ☐ PAPER (SPECIFY SIZE) _____
- ☐ MICROFORM – SPECIFY _____
- ☐ ELECTRONIC – SPECIFY _____
- ☐ MAPS, DRAWINGS _____
- ☐ COMPUTER PRINTOUT _____

**10. ARRANGEMENT**

- ☐ ALPHABETICAL
- ☐ NUMERIC
- ☐ ALPHA-NUMERIC
- ☐ OTHER-SPECIFY _____
- ☐ SUBJECT
- ☐ GEOGRAPHICAL
- ☐ CHRONOLOGICAL

**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
- ☐ ROLLED
- ☐ FLAT
- ☐ OTHER-SPECIFY _____
- ☐ BOXED
- ☐ SHELVING

**15. CURRENT RETENTION PERIOD**

| ACTIVE (IN OFFICE) | INACTIVE (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 OF PERSON TAKING 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**

REFER TO THE TEXAS STATE LIBRARY RECOMMENDED RECORDS RETENTION SCHEDULE (RRS) FOR RECOMMENDED RETENTION PERIODS

| | |
|---|---|
| ACTIVE (IN AGENCY) | _____ |
| INACTIVE (IN STORAGE) | _____ |
| TOTAL | _____ |

**BASIS FOR RETENTION PERIOD**

- ☐ RRS – ITEM # _____
- ☐ STATUTE - # _____
- ☐ AGENCY POLICY - # _____
- ☐ OTHER – SPECIFY _____

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