

Texas State Library • State and Local Records Management Division
RECORDS INVENTORY AND ANALYSIS FORM

INVENTORY (to be completed by inventory taker)	
1. Records Inventory Taker (name, telephone, extension)	
2. Office	3. Department
4. Records Series Location (building, room, storage equipment)	
5. Record Working Title	
6. Describe Records Series (purpose, contents, form numbers) (Continue description on reverse, if needed)	
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Component documents (please number)	
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()	»
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7. Format and Size	
Paper _____	Audiotape _____
Bound Volume _____	Videotape _____
Computer Media _____	Microfilm _____
8. Inclusive Dates	9. Volume (cubic feet)
10. Records Liaison Officer Review, Initials, and Date	

ANALYSIS (to be completed by records liaison officer)		
11. Records Liaison Officer (name, telephone, extension)		
12. Record Copy? Yes _____ No _____	13. If yes, what other depts. have copies?	
14. If no, what dept. has record copy?	15. Is records series obsolete? Yes _____ No _____	
16. Vital Record? Yes _____ No _____	17. Access Restricted? Yes _____ No _____	
18. State Record Number «	19. State Retention Period	20. Department Retention Recommendations (state reason for recommendation; if inactive storage available, divide retention period between office and storage)
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«		21. Department Head Review, Initials and Date
For use of Records Management Officer and Committee		
22. Record Number	23. Records Series Title	
24. Retention Period		
Office _____ Storage _____ Total _____		
25. Disposition and Special Considerations		