



County Technical Assistance Service  
INSTITUTE *for* PUBLIC SERVICE

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# Inventory

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Dear Reader:

The following document was created from the CTAS website ([ctas.tennessee.edu](http://ctas.tennessee.edu)). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

The University of Tennessee  
County Technical Assistance Service  
226 Anne Dallas Dudley Boulevard, Suite 400  
Nashville, Tennessee 37219  
615.532.3555 phone  
615.532.3699 fax  
[www.ctas.tennessee.edu](http://www.ctas.tennessee.edu)

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# Inventory

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Once you have selected someone to do the inventory, make sure they understand the information you need and the goals of the inventory. Your office may wish to use the Sample Records Inventory Worksheet as a guide for performing an inventory. "The general goals of the inventory should include

- Identifying the various records series in each office,
- Describing all record locations and storage conditions,
- Providing dates and other useful information,
- Measuring space and equipment occupied by records, and
- Providing a basis for writing records retention schedules."<sup>[1]</sup>

The inventory will be beneficial to your office in a number of ways.

- Obviously, it will tell you exactly what records you have and where to find them. This alone will increase the efficiency of your office.
- It will help locate records that you can get rid of. Using the inventory and the records retention schedules for your office, you will probably discover a number of records that are unnecessarily taking up space in your office or your storage area.
- It will identify records that are in danger. Paper records can be easily damaged by water or even excessive humidity or other environmental problems. If your inventory finds evidence of water damage to records, mold and mildew, or signs of damage from vermin, insects or other pests, take steps to remedy these problems before your office loses vital information.

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<sup>[1]</sup> *Managing Records on Limited Resources A Guide for Local Governments*, Stephen E. Haller, CRM, issued by the National Association of Government Archives and Records Administrators, November 11, 1991, p. 3.

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