### Records Inventory Worksheet

1. **Department** | **Division** | **Section**
2. Name and title of officer immediately responsible for series
3. Records series title | Series number
4. Description of records series (content, purpose, by whom created, form numbers, etc.)
5. Earliest date/Latest date | Records still being created? | Yes | No
6. Arrangement | Numeric by | Other
7. Reference frequency (check, insert number, circle appropriate words) | Yes | No
8. Annual accumulation | cubic feet
9. Location of records (building, room, file section, etc.) | Volume | cubic feet
10. Type and quantity of file equipment occupied
11. Statutory or state archival requirements for retention
12. Suggested retention period with justification
13. Additional comments
14. Inventory taken by and date | Reviewed by and date
15. Appraisal | Confirms suggestion retention period or |
16. Department head and date | Records Officer and date
17. Other local authority and date | State Archivist and date

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