


RECORDS INVENTORY WORKSHEET

STD. 70 (REV. 10/2019) (FMC) (REVERSE)

INSTRUCTIONS*(Numbers are keyed to item numbers on the form.)*

1. Enter Records Series Title/Sub-Title.
2. Description of records. *(Do not use acronyms.)*
3. File location. Draw a map of the office containing records on graph paper. Draw rectangles to signify location of file cabinets, then number them from left to right. Identify each drawer or shelf by alphabetizing them starting with "A" at the bottom and going up as high as necessary. Thus, if a record series were contained entirely in the third drawer/shelf from the bottom in cabinet number 12, the location of the series would be recorded on this space as 12-C. Once you complete the map, enter the cabinet and drawer/shelf designations on this space for the record series you inventoried. Attach map to inventory sheet(s).
4. Enter the appropriate **media** code (see definition at right).
5. Enter the years covered.
6. Enter reference status code (see Reference Status Section at right).
7. Enter a  in the appropriate column to indicate original record.
8. Enter the volume of each record series in cubic feet.
9. Use the Remarks space to annotate any vital, confidential, code citations, legal requirements, or policy issues that support or define retention periods or destruction method.
10. Person completing the inventory worksheet should sign and date the worksheet.
11. Program manager should sign when reviewed and approved.

DEFINITIONS**RECORDS**--see State Administrative Manual Section 1620.**RECORDS SERIES TITLE**--a group of related records arranged under a single filing category, kept together as a unit because they deal with a particular subject, or result from the same activity.**SUB-TITLE**--those records filed as separate components under the main record series title.**RECORDS DESCRIPTION**--complete and concise description in which the title is not completely self-explanatory.**FILE LOCATION**--the specific location of the records being inventoried in an office or in departmental storage.**MEDIA**--type of record; P - paper (except computer printout); C - computer printout; M - magnetic or electronic computer tapes or discs, or word processing discs; D - Diazo (working copy microfilm or microfiche); S - silver (master copy) microfilm or microfiche; O - optical disk.**REFERENCE STATUS**--

A -- Active Records: records that need to be readily available
 S -- Semi-active records: records that are accessed occasionally and can be moved to a holding area or records center. Usually records accessed no more than once per 4.5 cubic feet per month.

I -- Inactive records: records that are no longer required in the current business activity and can be stored in the Record Center.