(1)				RECORDS INVENTORY	
(NAME OF PO	DLITICAL SUBDIVISIO	N)		•	
(2) RECORDS (
	(OFFICE \ DEPAR	RTMENT)	(UNIT)		
(3) RECORDS S	SERIES TITLE:				
(4) LOCATION	OF RECORDS:				
(5) DESCRIPTION	DN:				
(6) DATES: From : To:					
Yes	still created? (Ci No Vital Records?	•	(8) Quantity \ Volume:	(9) Arrangement (Circle answers): Alphabetical Numerical Chronological Subject	
(10) Record media (Circle answers) Paper Bound Volumes Microform: 16mm 35mm			Mylar Microfiche	(11) Reference to this records series (Circle Daily \ Weekly \ Monthly \ Yearly for	
Electronic Record: Tape Reel Diskette CD-ROM		Cassette Optical Disk	Never after		
(12) Recommer	nded retention pe	riod for each ty	pe of media:		
				(14) Inventory taken by:	

Explanation of form parts:

- (1) Write in the name of the political subdivision for which the inventory is being compiled.
- (2) Write in the name of the office, division or unit to which the records belong.
- (3) Write in the title of the records series. Use a separate form for each records series at each location.
- (4) Give the exact location of the records. Be sure to include all storage areas.
- (5) Provide a brief description of the records series, including form numbers when applicable.
- (6) Indicate the beginning and ending dates of the records series. For example: May, 1976 to April, 1998.
- (7) & (7A) Circle if the records are still created. Circle if the records are considered "Vital" for your office to function daily.
- (8) Indicate the volume or quantity of the records. It may be in cubic feet, number of volumes, microfiche, rolls of microfilm or reels of computer tape. This will help you plan your storage needs. A cubic foot is 12"x12" or 1728 cubic inches.
- (9) Circle how the records are arranged, i.e. in numerical order, chronological order, alphabetical order, subject file etc.
- (10) Circle whether this record series is created and stored on paper, microfilm or electronic media. Circle ALL media types your office uses for this record series. Remember to schedule and assign a schedule number to each type of media.
- (11) Indicate how often the records are used. For example: Daily for 1 year; Never after 3 years.
- (12) Write in a recommended retention period. See the <u>Ohio County Records Manual</u> or the <u>Ohio Municipal Records Manual</u> for suggested records retention periods or create the retention period based upon the records' administrative, fiscal and legal value to your office. Write in the citation, if you know of any law, rule or regulation requiring this records series to be retained for a specific period of time.
- (13) Assign a unique schedule number for this records series which will clearly identify it on all paperwork in the future. If the records are included on an existing approved Schedule of Records Retention and Disposition (RC 2), write in the schedule number for reference. (14) Sign and date the form.

Additional Remarks for your use: