

INSTRUCTIONS –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE		5. EARLIEST YEAR / LATEST YEAR TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).		
7. RECORD SERIES FORMAT(S) Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number
		10. ANNUAL ACCUMULATION File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number
11. FILE IS USED Daily Weekly Monthly Annually	12. FILE BECOMES INACTIVE AFTER Number Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No	16. AUDIT REQUIREMENTS None State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes No	18. RECOMMENDED RETENTION	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE