

RECORDS INVENTORY

To: Department of Legislative Reference
City Archives and Records Management Office

Department

Bureau

Address

Contact

Record Identification

1. Series, Title

Description

2. Location of Records (Circle One)

Storage

Office

Open Shelves

File Cabinet

Other

3. Volume (Cubic Feet)

Estimated Accumulation/Year

4. Records Size

Form

5. File Arrangement

6. Inclusive Dates

Discontinued

7. File Breaks (Fiscal, Calendar Year, etc.)

9. Estimated Activity (Circle Appropriate Rate)

Current Year High Medium Low

8. Audit Requirements

Prior Year High Medium Low

By Whom:

Year Activity Becomes Low

10. Historical or Administrative Significance

11. Retention Recommended

12. Inventory Prepared By

Date