



RECORDS SURVEY

Return to: Baltimore City Archives and Records Management Center

Department

Bureau

Address

Contact

Record Identification

- 1. Series / Title
- 2. Description

3. Location of Records

Check one or more:

Storage      Office      Open Shelves      File Cabinet      Other

4. Volume

Estimated Accumulation/Year

5. Records size

Format(s)

6. File Arrangement

7. Inclusive Dates

Discontinued?

8. File Breaks or gaps?

10. Estimated Use (Check Appropriate Rate)

Current Year:    High    Medium    Low

Prior Year:      High    Medium    Low

When does office use become low?

9. Audit

Requirements:

By Whom?

11. Historical or Administrative Significance?

12. Retention Recommended

13. Inventory Prepared By

Date

IMPORTANT: COMPLETE 1 FORM FOR EACH DISTINCT GROUP OF RECORDS