

# Records Inventory Worksheet

KEEP A COPY OF THIS FOR YOUR RECORDS

## Control Information

1) Department/Unit	3) Records Custodian
2) Location of Records/Directory Name/Room	4) Telephone Number

## Records Series Identification

5) Working or Current Records Series Title			
6) <u>Inclusive Dates</u> From _____ To _____	7) How Often Should Information Be Purged? Frequency _____ (Monthly, Yearly, Other)	8) <u>Volume</u>	9) <u>Annual Growth</u>
10) <u>Storage Type &amp; Quantity</u> <input type="checkbox"/> Filing Drawer _____ <input type="checkbox"/> Boxed _____	<input type="checkbox"/> Shelving _____ <input type="checkbox"/> Electronic Files/Folders _____ (MB or GB) <input type="checkbox"/> Other _____	11) <u>Restrictions</u> <input type="checkbox"/> Vital <input type="checkbox"/> Subject to Audit	<input type="checkbox"/> Confidential <input type="checkbox"/> Legal <input type="checkbox"/> Archival
12) Does any of the records contain Personally Identifiable Information (PII)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13) <u>Analog Records</u> <input type="checkbox"/> Documents (paper) <input type="checkbox"/> Audio (cassette tape, reels, etc.)			
<input type="checkbox"/> Moving Image (film, VHS tape, etc.) <input type="checkbox"/> Photographs/Images (prints, slides, negatives, etc.) <input type="checkbox"/> Other _____			
14a) <u>Electronic Records</u> <input type="checkbox"/> Text (e.g. reports, minutes, email) <input type="checkbox"/> Images (e.g. jpg, tiffs, PDFs) <input type="checkbox"/> Video	<input type="checkbox"/> Audio/Sound recordings <input type="checkbox"/> Software/Multimedia <input type="checkbox"/> Databases/Data <input type="checkbox"/> Websites	14b) <u>Electronic Storage</u> <input type="checkbox"/> Online (Dropbox, OneDrive, Google Drive) <input type="checkbox"/> Offline (Hard disk, DVDs, CDs, USB flash drives) <input type="checkbox"/> Other _____	
15) <u>Content Description/Comments</u>			

## Use

16) Estimated Access Activity: <input type="checkbox"/> High (daily) <input type="checkbox"/> Medium (weekly to monthly) <input type="checkbox"/> Low (less than once a month)
17) Oldest documents used on monthly basis: _____

### FOR USE OF RECORDS MANAGEMENT OFFICER

Date Received:	Retention Period:	RDAs:
Location:	Assigned Destruction Date:	
Records Management Officer Signature:		

## Records Inventory Worksheet

### Instructions:

Complete a separate Inventory Worksheet for each records series – A records series means file units (folders or volumes) or documents arranged in accordance with a filing system, or maintained as a unit because they relate to a particular function, result from the same activity, have a particular physical form, or because of some other relationship arising out of their creation, receipt, or use. All records in a series must have the same retention period. Example: "FY20 Student Worker Time Sheets" or "FY20 University Policy Committee Minutes".

Fields 2 through 4 – The location of the records and the telephone number and name of the assigned records custodian. For example: Room number and location on map. In the case of electronic records, enter the relevant path if on a share drive or list the system name if the records are on a system.

Field 5 – Record series title: A short, familiar title, descriptive of the informational content of the file. In assigning a title, be specific. **Do not** lump several together as "Miscellaneous Financial Records," "Routine Correspondence Files," or "Ledgers." **Do not** list individual items as records series unless the item listed is the only document in the file. Some examples of a title would be "Air Quality Inspection Reports" or "Course Evaluations by Students".

Field 6 – Inclusive dates are the dates of the oldest and most recent items in a collection, series, or folder.

Field 8 – The volume of paper records is determined by cubic foot. A cubic foot is a measure used to indicate the quantity of materials, commonly used to describe the size of large collections. For electronic records, list the physical size of the item(s) in either megabytes (MB) or gigabytes (GB).

#### To find cubic feet:

From feet: length (ft) × width (ft) × height (ft) = cubic feet

From inches: length (in) × width (in) × height (in) ÷ 1728 = cubic feet

From yards: length (yd) × width (yd) × height (yd) × 27 = cubic feet

From centimeters: length (cm) × width (cm) × height (cm) ÷ 28316.85 = cubic feet

From meters: length (m) × width (m) × height (m) × 35.314667 = cubic feet

#### Conversion Charts:

<b>Hard Copy Records</b>		
15"	Of letter size documents	1.0 cubic feet
12"	Of legal size documents	1.0 cubic feet
1	Letter size vertical file drawer	1.6 cubic feet
1	Legal size vertical file drawer	2.0 cubic feet
1	Letter or legal size lateral file drawer [9.5" x 26" x 16"]	2.4 cubic feet
1	Record carton (standard banker's box) [10" x 12" x 16"]	1.0 cubic feet
1	Record carton (larger trans file box) [24" x 13" x 11"]	1.8 cubic feet

<b>Magnetic Tapes and Electronic Records</b>		
200	Cassette Tapes	1.0 cubic feet
12	Magnetic Tapes	1.0 cubic feet
1	5¼" Floppy Diskette	110 KB
1	3½" Floppy Diskette	1.44 MB
1	Standard Compact Disc (CD)	700 MB
1	Standard Digital Versatile Disc (DVD)	4.7 GB
1	Standard Blu-ray Disc (BD)	25 GB
USB Flash drives, external hard drives, and memory cards		Variable

Field 9 – Annual accumulation for the most recent year in cubic feet.

Field 12 – Any information that unequivocally identifies a person. Examples: Social security number, address, driver's license number, personal phone numbers, etc.

Field 15 – Describe how the records series is arranged, the physical condition, and the purpose of the records. Avoid using abbreviations or in-house terminology to describe the records.