

North Georgia College & State University Records Inventory Worksheet

(1) Unit Name: _____
(2) Description of Record (Content, purpose, etc.): _____ _____
(3) Category: _____ USG Records Retention Series Index (RRSI) Category _____ Not listed in RRSI. Suggested retention period if not listed in RRSI _____ yr.
(4) Location of Record: Building _____ Room# _____
(5) Record Dates: Earliest Date: ____/____/____ Latest Date: ____/____/____
(6) Records Still Created? ___ Yes ___ No
(7) Volume: _____ Cu.Ft.
(8) Annual Accumulation: _____ Cu.Ft ___ N.A. NOTE: Check N.A. <u>only</u> if records are no longer created
(9) Record Characteristics: <u>Type:</u> ___ Paper ___ Card ___ Bound Volume ___ Microfilm/fiche ___ Disk/CD/Tape ___ Other (Specify) _____ <u>Size:</u> ___ Letter ___ Legal ___ Other (Specify) _____ <u>Status:</u> ___ Original ___ Copy <u>Arrangement:</u> ___ Chronological ___ Alphabetical by _____ ___ Numerical by _____ Other (specify) _____
(10) Reference Frequency (Check blanks, insert numbers, circle appropriate words): _____ Times daily weekly monthly yearly for _____ months years. Never after _____ months years.
(11) Information Available Elsewhere? ___ No ___ Yes If yes, where? _____
(12) How Stored? ___ Filing Cabinet ___ Shelves ___ Boxes ___ Vault ___ Other (Specify) _____
(13) Condition of Records: ___ Good ___ Fair ___ Poor Explain any problems :
(14) Condition of Storage Area: ___ Good ___ Poor Describe any storage problems: