

RECORDS INVENTORY WORKSHEET

Department of Defense Education Activity

1. DIVISION	
2. SECTION	3. RECORDS CUSTODIAN (LAST, FIRST NAME)
4. EMAIL	5. PHONE

IDENTIFICATION

6. RECORDS SERIES TITLE

7. DESCRIPTION (INCLUDE THE FOLLOWING – LOCATION, VOLUME, AND PURPOSE)

8. RECORD MEDIUM <input type="checkbox"/> (SPECIFY) <input type="checkbox"/> PAPER <input type="checkbox"/> MICROFORM <input type="checkbox"/> ELECTRONIC	9. ARRANGEMENT <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> ALPHA-NUMERIC <input type="checkbox"/> SUBJECT <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> NUMERIC <input type="checkbox"/> OTHER <input type="checkbox"/> GEOGRAPHICAL	10. STORAGE <input type="checkbox"/> FILING CABINET <input type="checkbox"/> SHELVING <input type="checkbox"/> NETWORK <input type="checkbox"/> OTHER <input type="checkbox"/> BOXED
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11. INCLUSIVE DATES FROM _____ TO _____	12. STATUS <input type="checkbox"/> RECORD COPY <input type="checkbox"/> CONVENIENCE COPY	13. RESTRICTIONS (MARK ALL THAT APPLY) <input type="checkbox"/> VITAL (ESSENTIAL) <input type="checkbox"/> LEGAL <input type="checkbox"/> SUBJECT TO AUDIT <input type="checkbox"/> ARCHIVAL <input type="checkbox"/> CONFIDENTIAL (ANY PART)
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14. ESTIMATED ACCESS ACTIVITY <input type="checkbox"/> HIGH (Daily) <input type="checkbox"/> MEDIUM (WEEKLY TO MONTHLY) <input type="checkbox"/> LOW (LESS THAN ONCE A MONTH)	15. NAME OF PERSON TAKING INVENTORY	16. DATE OF INVENTORY
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