

**OFFICE OF THE SECRETARY OF DEFENSE (OSD)  
RECORDS INVENTORY TO ESTABLISH NEW RECORDS SERIES**

<b>1. COMPONENT RECORDS MANAGEMENT OFFICER (CRMO)</b>	<b>2. DIRECTORATE/DIVISION/OFFICE SYMBOL</b>	<b>3. DATE OF INVENTORY (YYYYMMDD)</b>
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<b>4. POINT OF CONTACT (If different from CRMO)</b>		
a. NAME (Last, First, Middle Initial)	b. TELEPHONE NO.	c. E-MAIL ADDRESS

<b>5. LOCATION(S) OF RECORDS</b>	<b>6. PROPOSED SERIES TITLE</b>
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<b>7. PROPOSED DESCRIPTION OF RECORDS</b>

<b>8. PROPOSED RETENTION OF RECORDS (X one)</b>	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
a. CUTOFF <input type="checkbox"/> Annually <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Event : <small>(Specify, e.g., end of project, disbandment of Committee, etc.)</small>		
b. DISPOSITION <input type="checkbox"/> Destroy (If temporary) <input type="checkbox"/> Transfer to NARA (If permanent)		
c. TIME AFTER CUTOFF THE RECORD SHOULD BE KEPT _____ Days _____ Months _____ Years		

<b>9. START DATE THROUGH END DATE OF RECORDS WITHIN SERIES (i.e., 2001 - 2010 or 2001 - Ongoing)</b>
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<b>10. LOCATION(S) OF RECORDS (Include all locations - shared drives, safes, filing cabinets, etc.)</b>

<b>11. FORMATS (X all that apply)</b>	<b>12. FILING ORDER (X all that apply)</b>	<b>13. VOLUME</b>																								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; padding: 5px;">a. HARDCOPY</td> <td style="width:33%; padding: 5px;">b. DIGITAL MEDIA</td> <td style="width:34%; padding: 5px;">c. DIGITAL FORMATS</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Letter</td> <td style="padding: 5px;"><input type="checkbox"/> Video</td> <td style="padding: 5px;"><input type="checkbox"/> PDF</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Legal</td> <td style="padding: 5px;"><input type="checkbox"/> CD/DVD</td> <td style="padding: 5px;"><input type="checkbox"/> GIFF/TIFF/JPEG</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Printout</td> <td style="padding: 5px;"><input type="checkbox"/> Share Network Drive</td> <td style="padding: 5px;"><input type="checkbox"/> Audio/MP3/MPEG</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Drawing/plan</td> <td style="padding: 5px;"><input type="checkbox"/> Removable Hard Drive</td> <td style="padding: 5px;"><input type="checkbox"/> Word/Excel/PPT/RTF</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Ledger</td> <td style="padding: 5px;"><input type="checkbox"/> Other (Specify)</td> <td style="padding: 5px;"><input type="checkbox"/> HTML/XML/ASCII</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Cardfile</td> <td></td> <td style="padding: 5px;"><input type="checkbox"/> Other (Specify)</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Photos</td> <td></td> <td></td> </tr> </table>	a. HARDCOPY	b. DIGITAL MEDIA	c. DIGITAL FORMATS	<input type="checkbox"/> Letter	<input type="checkbox"/> Video	<input type="checkbox"/> PDF	<input type="checkbox"/> Legal	<input type="checkbox"/> CD/DVD	<input type="checkbox"/> GIFF/TIFF/JPEG	<input type="checkbox"/> Printout	<input type="checkbox"/> Share Network Drive	<input type="checkbox"/> Audio/MP3/MPEG	<input type="checkbox"/> Drawing/plan	<input type="checkbox"/> Removable Hard Drive	<input type="checkbox"/> Word/Excel/PPT/RTF	<input type="checkbox"/> Ledger	<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> HTML/XML/ASCII	<input type="checkbox"/> Cardfile		<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Photos			<input type="checkbox"/> Chronological <input type="checkbox"/> Subject (IED Effectiveness) <input type="checkbox"/> Alphabetical (Trends) <input type="checkbox"/> Numerical <input type="checkbox"/> Alphanumeric <input type="checkbox"/> Geographic (Assessments) <input type="checkbox"/> Other (Specify)	a. HARDCOPY RECORDS _____ Cubic Feet b. DIGITAL STORAGE _____ GB per year _____ TB per year _____ PB per year
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<b>14. WHERE ARE ELECTRONIC FORMATS STORED?</b>

<b>15. RATE OF ACCUMULATION</b>	<b>16. REFERENCE RATE (Number of times)</b>	<b>17. PROPOSED RETENTION</b>
a. Cubic feet per year	a. 1st year per: _____ Week _____ Week _____ Month _____ Month _____ Year _____ Year _____	a. YEARS/OFFICE _____
b. KB or MB per year	b. 2nd year per: _____ Week _____ Week _____ Month _____ Month _____ Year _____ Year _____	b. YEARS/OFFICE _____

<b>18. CLASSIFICATION (X one)</b>	<b>19. CONTAINS PII?</b>	<b>20. ARE THERE ANY OTHER ACCESS RESTRICTIONS FOR THESE RECORDS?</b>	<b>21. VITAL RECORDS?</b>
<input type="checkbox"/> C <input type="checkbox"/> TS <input type="checkbox"/> S <input type="checkbox"/> TS/SCI	<input type="checkbox"/> YES (If Yes, provide copy of PIA and SORN) <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO