

RECORDS INVENTORY WORKSHEET

Texas State Library – Records Management Division

RMD 103 (9/91)

1. AGENCY NAME AND DIVISION	
2. DEPARTMENT / SECTION / UNIT	3. LOCATION OF RECORDS AND/OR FILE CODE
4. NAME AND TITLE OF PERSON RESPONSIBLE FOR MAINTAINING RECORDS	5. TELEPHONE

RECORDS SERIES IDENTIFICATION

6. WORKING RECORDS SERIES TITLE		
7. DESCRIPTION (Summary of contents: function of records; form numbers, if any. Continue description on reverse side if needed.)		
8. STATUS <input type="checkbox"/> RECORD COPY <input type="checkbox"/> CONVENIENCE COPY	9. RECORD MEDIUM <input type="checkbox"/> PAPER (SPECIFY SIZE) _____ <input type="checkbox"/> MICROFORM – SPECIFY _____ <input type="checkbox"/> ELECTRONIC – SPECIFY _____ <input type="checkbox"/> MAPS, DRAWINGS _____ <input type="checkbox"/> COMPUTER PRINTOUT _____	10. ARRANGEMENT <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> SUBJECT <input type="checkbox"/> NUMERIC <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> ALPHA-NUMERIC <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> OTHER-SPECIFY _____
11. VOLUME (IN CUBIC FEET) CURRENT TOTAL _____ ANNUAL ACCUMULATION RATE _____	12. ESTIMATED ACTIVITY PER FILE DRAWER FOR HOW LONG? <input type="checkbox"/> HIGH (Daily) _____ <input type="checkbox"/> MEDIUM (WEEKLY TO MONTHLY) _____ <input type="checkbox"/> LOW (LESS THAN ONCE A MONTH) _____	13. RESTRICTIONS <input type="checkbox"/> LEGAL <input type="checkbox"/> VITAL (ESSENTIAL) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> ARCHIVAL <input type="checkbox"/> SUBJECT TO AUDIT
14. STORAGE <input type="checkbox"/> FILING CABINET <input type="checkbox"/> BOXED <input type="checkbox"/> ROLLED <input type="checkbox"/> SHELVING <input type="checkbox"/> FLAT <input type="checkbox"/> OTHER SPECIFY _____	15. CURRENT RETENTION PERIOD <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> ACTIVE (IN OFFICE) _____ </div> <div style="text-align: center;"> INACTIVE (IN STORAGE) _____ </div> </div>	16. INCLUSIVE DATES FROM _____ TO _____
17. INFORMATION MAINTAINED ON MORE THAN ONE MEDIUM (EXPLAIN)		
18. INFORMATION DUPLICATED ELSEWHERE (EXPLAIN)		
19. INFORMATION SUMARIZED ELSEWHERE (EXPLAIN)		
20. NAME AND TELEPHONE NUMBER OF PERSON TAKING INVENTORY	21. DATE OF INVENTORY	

FOR USE OF AGENCY RECORDS ADMINISTRATOR

22. OFFICIAL RECORDS SERIES ITEM NUMBER	23. OFFICIAL RECORDS SERIES TITLE	
24. OFFICIAL RECORDS RETENTION PERIOD REFER TO THE TEXAS STATE LIBRARY RECOMMENDED RECORDS RETENTION SCHEDULE (RRS) FOR RECOMMENDED RETENTION PERIODS	ACTIVE (IN AGENCY) _____ INACTIVE (IN STORAGE) _____ TOTAL _____	BASIS FOR RETENTION PERIOD <input type="checkbox"/> RRS – ITEM # _____ <input type="checkbox"/> STATUTE - # _____ <input type="checkbox"/> AGENCY POLICY - # _____ <input type="checkbox"/> OTHER – SPECIFY _____

DESCRIPTION Continuation description from other side -- RMD 103 (9/91):