## Practice: File Station Inventory – Records Inventory Worksheet 1

| **Type of Information** | **Information Collected** |
| --- | --- |
| 1. **Date of inventory** | May 12, 2020 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Insect and Arachnid Division |
| 1. **Subject matter expert (name of person providing information about the records)** | Jane Crawley |
| 1. **Record locations (room, file cabinet, file/folder path)** | Central Files Area, room 205, cabinet 5, drawers 1-3  21 boxes in agency warehouse  Digital files:  I:\EnviroResearch\IAD\  InsectStudies\PopulationStudies |
| 1. **File Code (if known) and Series Title** | 2.6-010a Insect Population Studies |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** | Data reports, draft and final insect population outlook reports documenting research the team does to study insect population increases, decreases, and migrations |
| 1. **Date range covered by the records (indicate if ongoing)** | 2015 - present |
| 1. **Disposition information** | Cut off at end of fiscal year. Send to records center 5 years after cutoff. Send to NARA 10 years after cutoff. N1-64-87-1 |
| 1. **Medium (paper, video, audio, etc.)** | Paper and digital |
| 1. **How records are filed (by name, number, geographically, etc.)** | Filed by month collected, then by scientific name. |
| 1. **Volume** | 25.5 cubic feet (3 drawers = 4.5 cu ft, 21 cu ft in warehouse) |
| 1. **Access/use restrictions** | None |

## Practice: File Station Inventory – Records Inventory Worksheet 2

| **Type of Information** | **Information Collected** |
| --- | --- |
| 1. **Date of inventory** | May 12, 2020 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Insect and Arachnid Division |
| 1. **Subject matter expert (name of person providing information about the records)** | Jane Crawley |
| 1. **Record locations (room, file cabinet, file/folder path)** | Digital files:  I:\EnviroResearch\IAD\  InsectStudies\  PopulationTrackingData |
| 1. **File Code (if known) and Series Title** | 2.6-010b Insect Population Tracking Data |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** | Raw data collected by human and digital insect counters throughout the U.S. as part of insect population studies. The data is used in a yearly Combined Data Report that is incorporated into the Insect Population Studies file for that year. |
| 1. **Date range covered by the records (indicate if ongoing)** | 2015 – present |
| 1. **Disposition information** | Cut off data files at the end of each fiscal year. Create a new digital folder for each fiscal year. Retain the raw data for 5 years after cutoff, then delete.  N1-64-87-1 |
| 1. **Medium (paper, video, audio, etc.)** | Digital |
| 1. **How records are filed (by name, number, geographically, etc.)** | By month collected, then alphabetically by insect scientific name. |
| 1. **Volume** | 10 gb |
| 1. **Access/use restrictions** | None |