## Records Inventory Practice – Records Inventory Worksheet

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| 1. **Date of inventory** | 5/10/2018 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Agency for Natural Resources Protection, Laguna Niguel Field Office, Environmental Research Staff, Inland Waters Division |
| 1. **Subject matter expert** | Flo Agua |
| 1. **Record locations (room, file cabinet, file/folder path)** |  |
| 1. **File Code (if known) and Series Title** |  |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** |  |
| 1. **Date range covered by the records (indicate if ongoing)** |  |
| 1. **Disposition information** |  |
| 1. **Medium (paper, video, audio, etc.)** |  |
| 1. **How records are filed (by name, number, geographically, etc.)** |  |
| 1. **Volume** |  |
| 1. **Access/use restrictions** |  |