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

| **Type of Information** | **Information Collected** |
| --- | --- |
| 1. **Date of inventory** | May 10, 2018 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Environmental Research Staff,  Inland Waters Division |
| 1. **Subject matter expert (name of person providing information about the records)** | Flo Agua |
| 1. **Record locations (room, file cabinet, file/folder path)** | Central Files, room 205  Cabinet 2, Drawer 1 (current)  Shared drive  Warehouse (closed) |
| 1. **File Code (if known) and Series Title** | 2.6-030 Lake Recreation Studies |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** | Reports on the impacts of recreation on lakes and rivers. |
| 1. **Date range covered by the records (indicate if ongoing)** | 2013 – present |
| 1. **Disposition information** | Cut off at end of Fiscal Year.  Send to off-site storage five years after cutoff.  Send to NARA 10 years after cutoff. |
| 1. **Medium (paper, video, audio, etc.)** | Paper and digital |
| 1. **How records are filed (by name, number, geographically, etc.)** | Organized by lake name. |
| 1. **Volume** | 1.5 cu ft (1 drawer) current files  15 cu ft (15 boxes) closed files |
| 1. **Access/use restrictions** | None |

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

| **Type of Information** | **Information Collected** |
| --- | --- |
| 1. **Date of inventory** | May 10, 2018 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Environmental Research Staff,  Inland Waters Division |
| 1. **Subject matter expert (name of person providing information about the records)** | Flo Agua |
| 1. **Record locations (room, file cabinet, file/folder path)** | Central Files room 205  Cabinet 4, Drawers 1 and 2 |
| 1. **File Code (if known) and Series Title** | 2.6-070 Environmental Impact Assessments |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** | Evaluations of building projects, such as bridges and roads, that could impact inland waterways. |
| 1. **Date range covered by the records (indicate if ongoing)** | 1993 – present |
| 1. **Disposition information** | Close file at the end of the calendar year in which the study is completed.  Send to NARA 25 years after cutoff. |
| 1. **Medium (paper, video, audio, etc.)** | Paper |
| 1. **How records are filed (by name, number, geographically, etc.)** | File numerically by project number |
| 1. **Volume** | Central Files – 3 cu ft (2 drawers)  Warehouse – 45 cu ft |
| 1. **Access/use restrictions** | None |

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

| **Type of Information** | **Information Collected** |
| --- | --- |
| 1. **Date of inventory** | May 10, 2018 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Environmental Research Staff,  Inland Waters Division |
| 1. **Subject matter expert (name of person providing information about the records)** | Flo Agua |
| 1. **Record locations (room, file cabinet, file/folder path)** | Central Files, Room 205  Cabinet 4, Drawers 3-4  Warehouse  Federal Records Center |
| 1. **File Code (if known) and Series Title** | 2.6-080 Water Data Records |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** | Data on waterways used to support recreation studies and environmental impact statements. Data include temperature, aeration, flow, wells, and gaging station readings. |
| 1. **Date range covered by the records (indicate if ongoing)** | 2013 - present |
| 1. **Disposition information** | Cut off at the end of the fiscal year. Retain on site while needed for reference. Destroy 30 years after retirement to FRC. |
| 1. **Medium (paper, video, audio, etc.)** | Paper |
| 1. **How records are filed (by name, number, geographically, etc.)** | File alphabetically by name of the body of water, then by date |
| 1. **Volume** | Central Files, 3 cu ft (2 drawers)  Warehouse, 15 cu ft |
| 1. **Access/use restrictions** | None |

## Practice: File Station Inventory – Records Inventory Worksheet 3

| **Type of Information** | **Information Collected** |
| --- | --- |
| 1. **Date of inventory** | May 10, 2018 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Environmental Research Staff,  Inland Waters Division |
| 1. **Subject matter expert (name of person providing information about the records)** | Flo Agua |
| 1. **Record locations (room, file cabinet, file/folder path)** | Central Files, Room 205  Cabinet 3, Drawers 1-4  FRC |
| 1. **File Code (if known) and Series Title** | 2.6-060 Boat Operator Case Files |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** | Records related to boat operator technical training, first aid and CPR training, and medical records. |
| 1. **Date range covered by the records (indicate if ongoing)** | 2011 - present |
| 1. **Disposition information** | Cut off upon separation of boat operator.  Send to FRC upon cutoff.  Destroy 65 years after cutoff. |
| 1. **Medium (paper, video, audio, etc.)** | Paper |
| 1. **How records are filed (by name, number, geographically, etc.)** | File alphabetically by operator’s last name, then first name. |
| 1. **Volume** | Central Files, 6 cu ft (4 drawers)  FRC – unknown (we’ll need to check) |
| 1. **Access/use restrictions** | Access restricted to files custodian and Boat Operator Supervisor. (PII) |

## Practice: File Station Inventory – Records Inventory Worksheet 4

| **Type of Information** | **Information Collected** |
| --- | --- |
| 1. **Date of inventory** | May 10, 2018 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Environmental Research Staff,  Inland Waters Division |
| 1. **Subject matter expert (name of person providing information about the records)** | Flo Agua |
| 1. **Record locations (room, file cabinet, file/folder path)** | Climate-controlled area, shelves 1-3, binders 1-14 |
| 1. **File Code (if known) and Series Title** | 2.6-090 Aerial Photographic Negatives |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** | Aerial photography negatives  Related to digital aerial photos |
| 1. **Date range covered by the records (indicate if ongoing)** | 2013 – present |
| 1. **Disposition information** | Permanent  Send to FRC when no longer needed for reference.  Transfer to NARA 10 years after files are sent to FRC. |
| 1. **Medium (paper, video, audio, etc.)** | Film negatives |
| 1. **How records are filed (by name, number, geographically, etc.)** | Arrange geographically by region, then by date taken |
| 1. **Volume** | (Need to view the storage area and measure size of binders) |
| 1. **Access/use restrictions** | None |

## Practice: File Station Inventory – Records Inventory Worksheet 4

| **Type of Information** | **Information Collected** |
| --- | --- |
| 1. **Date of inventory** | May 10, 2018 |
| 1. **Name of person conducting inventory** |  |
| 1. **Office(s) maintaining records** | Environmental Research Staff,  Inland Waters Division |
| 1. **Subject matter expert (name of person providing information about the records)** | Flo Agua |
| 1. **Record locations (room, file cabinet, file/folder path)** | Shared drive  I:EnvironmentalResearch/ InlandWatersDivision/ PhotographyCartography |
| 1. **File Code (if known) and Series Title** | 2.6-095 Digitized Aerial Negatives |
| 1. **Notes about the series (e.g., series description, relation to other records, finding aids or indexes to the records?)** | Digital aerial photographs  Related to aerial photography negatives |
| 1. **Date range covered by the records (indicate if ongoing)** | 2016 – present |
| 1. **Disposition information** | Cut off at end of Fiscal Year |
| 1. **Medium (paper, video, audio, etc.)** | Digital (need to ask what specific file formats) |
| 1. **How records are filed (by name, number, geographically, etc.)** | Arranged geographically by region, then by date taken.  Create new folder for each Fiscal year.  Move cut off folder to archive folder. |
| 1. **Volume** | 15 gb |
| 1. **Access/use restrictions** | None |