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| **Records Series Inventory Form** | | |
| **1. Date Prepared**  April 15, 20xx | **2. Office maintaining the files** *(Name and acronym)*  Office of Innovation (OI) | |
| **3. Inventory Personnel** *(Name)*  Burt Tomson, BPR Records Liaison Officer | **4. Series location**  Innovation Tech Center/Basement Storage Area Room 3 | |
| **5. Series title**  Research and Development Lab Notebooks | **6. Inclusive dates**  January - July, 1981 | |
| **7. Series description**  This series contains notebooks or similar records containing scientific and technical data accumulated during the conduct of research and development activities. | | |
| **8. Medium** *(check all that apply)*  ☑ Paper  ◻ Microform  ◻ Electronic  ◻ Audiovisual  ◻ Other *(specify)*: | | **9. Arrangement**  ◻ Alphabetical by name  ◻ Alphabetical by subject  ◻ Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ◻ Chronological  ☑ Numerical by project number  ◻ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Cut-off**  Cutoff record upon the conclusion of research project. | | **11. Vital Records Status**  ◻Yes ☑ No |
| **12. Notes**  The research that was documented in these notebooks resulted in an unsuccessful project, so these records are probably temporary. However, the Office of Innovation indicates that these notebooks are needed for an additional 20 years after conclusion of research, since the data will be used for long term follow-up research. | | |