|  |  |  |
| --- | --- | --- |
| **Records Series Inventory Form** | | |
| **1. Date Prepared** | **2. Office maintaining the files** *(Name and acronym)* | |
| **3. Inventory Personnel** *(Name)* | **4. Series location** | |
| **5. Series title** | **6. Inclusive dates** | |
| **7. Series description** | | |
| **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 investigation number  ◻ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet)* | | **11. Vital Records Status**  ◻Yes ☑ No |
| **12. Notes** | | |

**Action: Identify a new series and draft a records schedule to submit to NARA**

Email # \_\_\_\_\_\_\_\_\_

**Series Overview Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Series Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Series Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Temporary or Permanent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cutoff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final disposition:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_