

RECORDS INVENTORY WORKSHEET

Information Resources Inventory

Revised: 9/27/05

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Instructions: Use this form to inventory records for a particular function of program area (e.g., research projects, committees, reports, etc.). List and describe all records in your office(s). Suggested retention period and disposition—If the item is covered by campus wide retention policy, note the approved retention time. See General Records Schedule at (<http://uwex.uwc.edu/records/schedules>). Contact the Records Officer to review the form and provide consulting and assistance in developing records Retention / Disposition Authorizations (RDAs).

#	Records Series Title and Description <small>Assign Title and describe the records contents briefly</small>	Years	Media ID each	Location – Official copy Other Copies?	Event (Specify) + Retention Time	Disposition Destroy or UWA

