



Texas A&M International University - Records Management  
**RECORDS INVENTORY WORKSHEET**

1. AGENCY NAME AND DIVISION		
2. DEPARTMENT / SECTION / UNIT	3. LOCATION OF RECORDS AND/OR FILE CODE.	
4. NAME AND TELEPHONE NUMBER OF PERSON TAKING INVENTORY	5. TELEPHONE	6. DATE:

**RECORDS SERIES IDENTIFICATION**

7. WORKING RECORDS SERIES TITLE

8. DESCRIPTION (Summary of contents; function of records; form numbers, if any. Continue description on reverse side if needed)

<p><b>9. STATUS</b></p> <p><input type="checkbox"/> RECORD COPY LOCATION OF OFFICIAL RECORD ? _____</p> <p><input type="checkbox"/> CONVENIENCE COPY</p>	<p><b>10. RECORD MEDIUM</b></p> <p><input type="checkbox"/> PAPER (SPECIFY SIZE) _____</p> <p><input type="checkbox"/> MICROFILM - SPECIFY _____</p> <p><input type="checkbox"/> ELECTRONIC - SPECIFY _____</p> <p><input type="checkbox"/> MAPS, DRAWINGS _____</p> <p><input type="checkbox"/> _____</p>	<p><b>11. ARRANGEMENT</b></p> <p><input type="checkbox"/> ALPHABETICAL      <input type="checkbox"/> SUBJECT</p> <p><input type="checkbox"/> NUMERIC              <input type="checkbox"/> GEOGRAPHICAL</p> <p><input type="checkbox"/> ALPHA-NUMERIC      <input type="checkbox"/> CHRONOLOGICAL</p> <p><input type="checkbox"/> OTHER - SPECIFY _____</p>
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<p><b>12. LINEAR FEET</b></p> <p>CURRENT TOTAL _____</p> <p>ANNUAL ACCUMULATION RATE _____</p>	<p><b>13. STORAGE</b></p> <p><input type="checkbox"/> FILING CABINET      <input type="checkbox"/> BOXED</p> <p><input type="checkbox"/> ROLLED                <input type="checkbox"/> SHELVING</p> <p><input type="checkbox"/> FLAT                    <input type="checkbox"/> OTHER-SPECIFY _____</p>	<p><b>14. INCLUSIVE DATES</b></p> <p>FROM: _____</p> <p>TO: _____</p>
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**FOR USE BY RECORDS MANAGEMENT/OFFICE OF COMPLIANCE**