CENTER of SOUTHWEST STUDIES
FORT LEWIS COLLEGE
1000 RIM DR., DURANGO, CO 81301 TELEPHONE 970/247-7456

Records Inventory Worksheet

Record Group: _____
Creating Office: _____
Active Files Contact Person, Title & Phone #: _____
_____

Record Series: _____
R.G. Series #: _____._____
Purpose & Administrative Uses: _____
_____
Period of Active Administrative Use: _____

Volume: _____ linear shelf feet Annual Accumulation: _____ linear shelf feet

Duplicated in Another Office? (circle one): y n don't know
If Yes, Where Else Are They Found?: _____
Which Office Has the Original?: _____

Stored in (circle one): filing cabinets boxes desk other- _____
Arrangement (circle one): chronological alphabetical numerical
other- _____

Media (circle those that apply): paper photographic microform
newsprint magnetic tape magnetic disk other- _____
Paper Dimensions: letter size legal size other- _____

Are Files in This Series Still Being Created? (circle one): y n
How Often Are Files Created? (circle one): daily weekly monthly quarterly annually
How Often Are Files Updated? (circle one): daily weekly monthly quarterly annually
How Often Are Files Used? (circle one): daily weekly monthly quarterly annually

Access Restrictions Specific to this Series? none *or* yes- _____

Legal Requirements for Retention: (citations)

Disposition Action for this Series: Dispose of-
When?: _____
How?: trash shred send to records center send to archives
other- _____
Who? _____

Date of this Records Inventory: ____ /____ /20___ Inventoried by (Initials): _____