



CENTER of  
SOUTHWEST  
STUDIES  
FORT LEWIS COLLEGE

1000 RIM DR., DURANGO, CO 81301 TELEPHONE 970/247-7456

# Records Office Survey

Appointment date: \_\_\_\_\_/20\_\_ time: \_\_\_\_\_

1. Name of Department, Division, or Unit: \_\_\_\_\_
2. Name of Office: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Administrator: \_\_\_\_\_
5. Phone: 247-7\_\_\_\_\_
6. Function of Office: \_\_\_\_\_  
\_\_\_\_\_
7. Offices Under this One: \_\_\_\_\_  
\_\_\_\_\_
8. Types of Records: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Total Volume of Records in This Office: \_\_\_\_\_
10. Retention Periods for Records Kept in This Office: \_\_\_\_\_
11. Retention Periods for Records Kept in This Office's Own Storage Areas: \_\_\_\_\_
12. Departmental Storage Location: \_\_\_\_\_
13. Basis for Retention Periods (10. and 11.): \_\_\_\_\_
14. Present Office Procedures for Disposal: trash shred records center archives other
15. Data Stored on Computer: \_\_\_\_\_
16. Automated System: mainframe office pc departmental system
17. Disposition of Hard Copy of Computer-stored Data: destroyed: basis \_\_\_\_\_  
retained: basis \_\_\_\_\_
18. Retention Period of Computer-stored Data: \_\_\_\_\_
19. Are Any Records Microfilmed? yes no Describe: \_\_\_\_\_
20. Originals of Microfilmed Records: destroyed: basis \_\_\_\_\_  
retained: basis \_\_\_\_\_
21. Retention Period for Microfilm: \_\_\_\_\_
22. Special Difficulties with Retrieval: \_\_\_\_\_
23. Vital Records: \_\_\_\_\_
24. Back-up System: \_\_\_\_\_
25. How Are Records Safeguarded? \_\_\_\_\_
26. Access: (circle one): unlimited limited Who: \_\_\_\_\_
27. Procedures for Maintaining Confidentiality: \_\_\_\_\_
28. Copies Sent to Other Departments: \_\_\_\_\_
29. Other Depts' Copies Maintained in This Dept.: \_\_\_\_\_
30. In-house Publications: (title, frequency, and circulation)
31. Comments or Recommendations by Administrator:
32. Additional Comments: (use other side if necessary)