



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)