

INVENTORY WORKSHEET

Field Rep: C. Mayfield

Application No.: TBD

Date:

Item Number: TBD

Record Series Title:	Agency:
Dates:	Division:
Volume:	Subdivision:
Cubic Feet/ KB?MB?GB?TB?	
Annual Accumulation:	Office Location:
Arrangement:	Representative (Name, Title, Phone):
Number & Size of Files/Documents:	Records Officer (Name & Phone):

Description (Reason for creation, use, form numbers, duplication, audit):

Retention: