



County Technical Assistance Service

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Appendix F: Records Inventory Worksheet

Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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Appendix F: Records Inventory Worksheet

Reference Number: CTAS-2075

APPENDIX F
Records Inventory Worksheet

Records Inventory Worksheet		
County, City, Town, etc		Number
1. Department	Division	Section
2. Name and title of officer immediately responsible for series		4. Series number
5. Description of records series (content, purpose, by whom created, form numbers, etc.)		
6. Earliest date/Latest Date	7. Records still being created?	8. Annual accumulation?
	Yes ___ No ___	Cubic feet _____
9. Arrangement		
Alphabetic by _____	Numeric by _____	Other _____
10. Reference frequency (check, insert number, circle appropriate words)		
_____ times daily, weekly, monthly, annually for ___ months, years		Never after _____
11. If there are other copies of these records, including microfilm, identify them:		
12. Relationship to other records series (indexed, summarized, listed, etc.)		
13. Location of records (building, room, file section, etc.)		14. Volume
		Cubic feet _____

15. Size and format of record	16. Type and quantity of file equipment occupied
17. Statutory or state archival requirements for retention	
18. Suggested retention period with justification	
19. Additional comments	
20. Inventory taken by and date	Reviewed by and date
22. Appraisal	
Confirms suggested retention period or	Substitutes the following:
23. Department head and date	24. Records Officer and date
25. Other local authority and date	26. State Archivist and date

 APPENDIX F.pdf

Source URL: <http://eli.ctas.tennessee.edu/reference/appendix-f-records-inventory-worksheet>

