**Record Series Inventory Form**

A record series is a group of related documents that support a common activity and usually have a common name such as general correspondence, budget reports, purchase orders, and human resources files.

The following information is commonly collected:

## Date prepared

## Office maintaining the files

## Person conducting the inventory

## Series location

## Series title

## Inclusive dates

## Series description

## Record Format (medium)

## Arrangement (filing system)

## Volume (in cubic feet)

## Annual accumulation

## Reference activity (how often are records referenced)

## Vital records status (would these be needed in an emergency)

## Duplication (indicate copies in other formats)

## Finding aids

## Restrictions on access and use (confidentiality)

## Condition of permanent records (physical condition of records)

## Schedule (list schedule/series) or unscheduled

**Descriptions from the Maine State Archives Inventory Form**

**Department:** The name of the major agency

**Bureau/Division:** The unit name

**Date:** The date the inventory was prepared.

**Contact person:**  The name of the person responsible for these records

**Telephone No:** Telephone number of the person responsible for these records

**Location of Records:** The precise location of the series (Room, Building) If in more than one location, indicate multiple locations

**Contact person’s mailing address:** The mailing address for the person who maintains the records.

**Series Title:** The title given to each series for reference purposes.

**Description of Records:** A description of the information included in the records series. A clear description of the series is basic to the success of the inventory and the schedule.

**Frequency of Use:** When are files closed and no longer needed for day-to-day business of the agency, how often will they need to be accessed if transferred.

Arrangement and (year) Retained By: The arrangement or filing system used, e.g., subject classification systems and arrangements that are ordered alphabetically by subject, name, or claimant; geographically by state; numerically by contract number; or chronologically by date or report.

**Media Type:** The form of the records (e.g., paper, microform, electronic, audiovisual, or a combination).

**Date of Oldest File:** This information is not vital.  We ask this for storage purposes – planning – so we have an idea how many records you currently have, how many boxes we might expect, and the rate they would be coming in, etc.

**Volume:** Volume is measured in cubic feet because this figure represents height, width, and depth, and indicates the amount of space actually required to store the records. Also include the volume of older records, which may be wrapped in bundles or packages, and of oversized materials, which are too large to be stored in conventional filing equipment.

Estimate the volume of records in cubic feet using the conversion information below. Precise accuracy is not needed in gauging the volume of any series that is obviously large.

Cubic Footage Conversion Table

(1) One letter-size file drawer holds 1.5 cubic feet of records.

(2) One legal-size file drawer holds 2 cubic feet of records.

(3) Seven reels of standard digital computer tape (2,400 feet long. ½-inch wide) equal 1 cubic foot.

(4) One standard records center carton holds 1 cubic foot.

(5) Fifty 100-foot 35 mm microfilm reels equal 1 cubic foot.

(6) One hundred 100-foot 16 mm microfilm reels equal 1 cubic foot.

Document Conversion Table

(1) One cubic foot contains 2,000 sheets of paper.

(2) One compact disk contains about 2,000 sheets of paper.

(3) One gigabyte is equivalent to about a pick-up truck filled with paper

**Annual Rate of Accumulation:** This figure is estimated based on information obtained from the file administrator of each series if the records are current and continuing. If the records are no longer accumulating, indicate “none.”

**Filing and Storage Equipment:** How are the records stored

**Can the same information be found in other records:** Is this information found or kept anywhere else, within any other record files or agencies?

**Are records confidential:** If it important to know if the records are confidential and the statute that deems them as such.

**Recommendations for Retention:** What are the retention times you are recommending for your agency, the Records Center and what should be the final disposition of this material – destroy or archival?

**Rationale:** Policies, statutes/laws or specific information on how the retention period was determined.

**Signature and Date:** Must be signed and dated by Agency Records Officer or Head of the Agency who has authority to sign on behalf of the agency