



Department of Archives & History

INSTRUCTIONS FOR COMPLETING: NEW RECORD SERIES INVENTORY FORM (ARM-1)

This form should be used to request the **creation** of a specific schedule to be used by your agency. This form must be submitted to the Archives Records Management Division, who may contact you for additional information if necessary.

Record Group Number: Enter your Record Group Number in this block, if you know it. If you don't, leave the block blank and it will be completed by a SCDAH Record Analyst upon receipt of this form.

SECTION I

- 1. Name of Agency:** Enter the name of the state agency, board, etc., or the local government subdivision, (county, municipality, school district, special service district) that creates/maintains the records being described.
- 2. Division or Office:** Enter the name of the state agency division or the local government department/office that creates the records.
- 3. Subdivision:** Enter the name of the state agency subdivision or the section within the local government department/office that creates the records.
- 4. Program Unit:** If applicable enter the name of the program unit within the subdivision or section that creates the records.
- 5. Name of Requester:** Enter the name of the person filling out this form.
- 6. Email:** Enter the email of the person filling out this form.
- 7. Telephone Number:** Enter the telephone number of the person filling out this form.
- 8. Date:** Enter the date that this form was completed.

SECTION II

9. Record Series Title: The title should clearly indicate both the predominant form and function of the record series to outside reviewers as well as agency staff.

Good Titles:

Annual Reports of Charitable Boards
Public Relations Photograph Files

Poor Titles:

DOS-32 Reports
Photographs

- a. **Title:** Enter the official title of the series. Write out any acronyms.
- b. **Variant title(s):** If applicable, enter any other title(s) by which the series is commonly referred to within the office or unit. This may be any previous title or any other informal title which differs from item 6a. For example, Program Status Reports may be referred to in-house, as Status Reports. This entry provides another means of identifying and accessing a series.

10. Dates of Records: Indicate the earliest and latest dates covered in the records described. If applicable, include dates for missing records.

11. Are records still created? Check "yes" if record series is a continuing series; check "no" if this series is no longer created.

12. Index: Check the appropriate box to indicate whether or not the records are covered by an index or code book providing access to information in the record.

13. Arrangement of Record Series: Describe the filing arrangement of the records. Common arrangements are chronological, alphabetical, numeric, and by subject. Indicate how file is broken within each category; I.E., alphabetically by person's name, geographic location, etc., or chronologically by calendar or fiscal year, month, pay period, etc.

14. Description of record series: A record series is a group of related records, files, documents and/or other media which are used, indexed or filed together and which permit evaluation for disposition purposes. Be sure the series description includes all elements to answer the following questions:

14(a). Who creates and/or uses the records and for what purposes: A summary description of who creates, sends, receives, or otherwise compiles the information, how and by whom the information is used, and what purpose is served by the record series. Avoid the use of abbreviations and technical jargon known only to program staff.

14(b). Informational content: Describe the information consistently found in the series and provide a summary of the subject matter of the record series. If most information is compiled on standard forms, the description should note that such forms are used. If possible, attach copies of the forms.

14c. Value of records: Check the box(es) that best describe(s) the value(s) of these records.

Administrative:

Primarily needed to conduct program business only.

Fiscal:

Document the receipt, management, and expenditure of public funds and are usually subject to audit.

Legal:

Contain information on the legal rights and obligations of government or its citizens, created or maintained to defend those rights or obligations in litigation.

Historical:

Used by program or other staff or citizens to conduct research into particular topics.

Other:

Records which are created for special purposes such as proclamations and certificates of achievement.

14d. Are these vital records? Vital records are records essential to the continuing operation of an organization. These records are necessary for an organization to resume its operations after a major disaster.

14e. Reference frequency: Enter the rate of reference activity for the records. This information is used to determine when a record can be moved to off-site storage or if permanent – transferred to the State Archives.

15a. Characteristics: Check the medium for recording the information; e.g. paper, audio-visual, microfilm, and computer machine readable.

15b. Total volume and locations of records (by cu. ft.): Indicate the volume of the portion of the record series described/located in your agency or in the State Records Center, if applicable. If "other storage" is checked, specify where records are located (such as an agency or commercial off- site storage facility or some other storage area outside the office). Note the volume of records created during the most recent year. This information is useful in projecting the rate of growth and future space needs.

15c. Total volume and locations of records (by MB): Indicate the volume of the portion of the record series described/located in your agency. If "other storage" is checked, specify where records are located. Note the volume of records generated in the most recent year.

16. Condition of records: Check the basic condition of records. Identify any problems. For example, indicate if records are molded, dirty, taped, or torn.

17. Confidential: Please check appropriate box to indicate if all or part of the information found in the record is defined as confidential or otherwise restricted under law. If "yes" is checked, cite the appropriate authority mandating the restriction.

18. Record is: This entry indicates whether the series described includes the official copy of the information created or compiled by the program unit, or a duplicate copy of information received or transcribed by the program unit for some purpose. Check the appropriate box and indicate the location of the duplicate(s) (if original record), or location of the record copy (if duplicate).

19. Summarized: Often information found in many record series is adequately summarized in other series. Check "yes" or "no" to indicate whether or not important information found in this series is summarized in another series. If "yes" give the record series title and location of the summary record.

Examples of summarized records are:

Payroll data may be summarized in the agency's payroll Register or the Comptroller General's Payroll Warrant Register.

Fiscal record information is usually summarized in (one or more) of the agency's General Ledger series.

Monthly and Quarterly Reports may be summarized in the agency's official printed Annual Report.

Personnel records information is usually duplicated and/or summarized in the agency's Personnel Files (Active and Inactive).

SECTION III

20. Subject to: Check the appropriate box to indicate any special considerations or requirements for retention such as audit. If other is checked, please specify. For example the records could be used as evidence in civil or criminal proceedings or there might be a statute of limitations on actions.

21. Legal Retention Requirement: Indicate if the record series must be kept for a specific number of years to meet legal requirements. If legal retention requirements apply, cite the appropriate authority.

22. Proposed Retention: The retention period covers the entire life-cycle of the record series described. Indicate the number of years/months the records should be kept in the program office space, state/local facility, and/or the State Records Center.

23. Final Disposition: Indicate the final disposition of the record following completion of the retention period, I.E.; destroy, transfer to the State Archives, or transfer to other approved repository.

24. Additional Comments: Record any additional information to support the recommended retention or provide insight on the rationale for retention. This space may also be used for making recommendations on how the record series is maintained and/or rationale/recommendations for changing storage media. Further explanation on any of the sections on this form should be placed here.