

South Carolina Department of Archives and History Division of Archives and Records Management RECORD SERIES INVENTORY FORM	Action Required <input type="checkbox"/> Establish Schedule <input type="checkbox"/> Revise Schedule <i>Schedule Number</i>
TYPE OR PRINT CLEARLY. COMPLETE ONE FORM FOR EACH RECORD SERIES. RECORD GROUP NUMBER:	
Section A. Identification of Program Unit and Contact Person	
1. State or Local Agency	2. Division or Office
3. Subdivision	4. Program Unit
5. Person Completing Form: (Name) _____ (Title) _____ (Telephone) _____ (Date) _____	
Section B. Description of Records	
6. Record Series (a) Title: (b) Variant Title:	7. Dates of Records (a) Beginning _____ to Ending _____ (b) Missing Dates:
8. Are records still created? <input type="checkbox"/> yes <input type="checkbox"/> no	9. Are records indexed? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, title and location:
10. Arrangement of Record Series <input type="checkbox"/> Alphabetically by <input type="checkbox"/> Chronologically by <input type="checkbox"/> Numerically by <input type="checkbox"/> Unarranged <input type="checkbox"/> Alphanumeric by <input type="checkbox"/> Other	
11. Description of Records (a) Who creates and/or uses the records and for what purpose?	
(b) Informational Content	
(c) Value of Records (check all that apply) <input type="checkbox"/> Administrative <input type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical <input type="checkbox"/> Other	
(d) Are these records vital? <input type="checkbox"/> yes <input type="checkbox"/> no	
(e) Reference Frequency _____ times <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly for _____ months _____ years. Never after	

SECTION B. DESCRIPTION OF RECORD SERIES (CONT.)

12(a) Characteristics (check the medium to left of record format):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Paper | <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Microfilm | <input type="checkbox"/> Electronic |
| <input type="checkbox"/> Legal Size | <input type="checkbox"/> Audiotape | <input type="checkbox"/> Roll Film | <input type="checkbox"/> Tape |
| <input type="checkbox"/> Letter Size | <input type="checkbox"/> Motion Picture | <input type="checkbox"/> Aperture Cards | <input type="checkbox"/> Disk |
| <input type="checkbox"/> Bound Volume | <input type="checkbox"/> Video Tape | <input type="checkbox"/> Microfiche | |
| <input type="checkbox"/> Computer Printouts | <input type="checkbox"/> Photo Print | <input type="checkbox"/> Jackets | |
| <input type="checkbox"/> Maps , Plans , Drawings | <input type="checkbox"/> Photo Glass | | |
| <input type="checkbox"/> Publications | | | |
| <input type="checkbox"/> Other | | | |

12(b) Total Volume and Location of Records (by cu. ft.)

Office
 State Records Center
 Other Storage Specify:
 Most Recent Year

12(c) Total Megabytes of Electronic Records (mb)

Office
 Other Storage Specify:
 Most Recent Year

13. Condition of Records: Good Fair
 Poor Molded Dirty Torn
 Other

14. Confidential?
 yes. no. If yes, cite authority.

15. Record is
 original – Location of duplicate:

 duplicate – Location of original:

16. Summarized:
 yes no
 Title and Location of Summary Record

SECTION C. PROPOSED RETENTION PERIOD AND DISPOSITION

17. Subject to: Audit Other (specify):

18. Legal retention requirement? yes no. If yes, cite authority

19. The proposed retention period for this record series should be implemented as follows (check all that apply)

- | | | |
|---|-------|--------|
| <input type="checkbox"/> Retain in program office space for | years | months |
| <input type="checkbox"/> Transfer to state/local facility for | years | months |
| <input type="checkbox"/> Transfer to State Records Center for | years | months |
| <input type="checkbox"/> Other (Specify)___ | | |

20. Final Disposition (following completion of retention period)

- Destroy Transfer to State Archives Transfer to Approved Repository

21. Additional Comments