



Records Management 2017-2018 Records Inventory Request Form



A records inventory is designed to help departments recognize the life cycle of records and ensure full retention. Inventories account for physical files found in filing cabinets or desks, as well as electronic files found on hard drives and emails. Inventory sessions will be scheduled for 1.5 hours per individual. Departments may schedule for more than one person on each Inventory Request form (up to two individuals). Identifying and protecting state records is an important part of the overall Records Management program at Sul Ross.

Requester(s):

Department:

Date(s) of Inventory Conducted:

Either a date previously given or a requested date and time.

Start time:

End time:

Complete steps 1-3 below before submitting an Inventory Request

1. Job Description: The job description is requested to show which records, according to the Schedule, the requester is creating.

2. Location of Records

Attach a floor plan of the requester's office to identify the location of each record in the office. The floor plan ensures that every record is accounted for.



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3. Types of Records and Location (i.e. paper files, emails, hard drive, publications, etc.)

Complete a second copy of page 2 if the requester manages more than twelve record types.

1 _____

2 _____

3 _____

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11 _____

12 _____

Comments:

Include special notes describing the current state of the records that might benefit the records management division.

Submit this Inventory Request form to April Aultman Becker (X8121) or Kayla Waggoner (X8124).

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Fax: (432) 837-8400

Mail: C-109, WLIB 102