

**OKLAHOMA DEPARTMENT OF LIBRARIES
OFFICE OF ARCHIVES AND RECORDS
RECORDS MANAGEMENT DIVISION**

RECORDS INVENTORY REPORT

1. Name and Phone Number of Person Preparing Inventory	2. Date Prepared
3. Name of Agency	4. Division or Section Maintaining the Records Series
5. Name of Record Series	6. Essential Record? (Subject to 67 O.S., §203 (e)) <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Restricted Access Record? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give applicable state or federal citation.	
8. Description of Record Series:	
9. Arrangement	10. Applicable legal requirements
11. Inclusive Dates	12. Agency office or record
13. Format of Records <input type="checkbox"/> paper <input type="checkbox"/> audiovisual <input type="checkbox"/> microform <input type="checkbox"/> electronic Other (specify):	14. Are these records available in another location or medium? If yes, explain. <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Physical Location	
16A. Volume (cubic feet, reels, etc.)	16B. Annual Accumulation
17. Finding Aids (if any)	18. Reference Activity <input type="checkbox"/> Current (at least once a month) <input type="checkbox"/> Semicurrent (less than once a month) <input type="checkbox"/> Noncurrent (not used for current business)
19. Agency recommended disposition:	
20. Records Management Division Recommended Disposition:	

RECORDS INVENTORY INSTRUCTION SHEET

- 1., 2., 3., 4. and 18. Are self explanatory.
5. Official name of record
6. Answer this question: In case of a disaster, is this record necessary to re-establish the business of you agency or to protect the rights of citizens or the state?
7. Indicate whether or not access to this record is restricted by statute, rule and regulation, or court decision. If the answer is "yes" provide the appropriate legal citation.
8. Describe the function, purpose, and content of the record as thoroughly as possible. If a form is part of this record, include a blank copy of it.
9. Indicate how record is arranged (e.g., alphabetically, by social security number, or by claim number).
10. List any state or federal laws, rules, regulations, or court decisions that specify a minimum retention period for this record.
11. List the earliest and latest dates of this records series. If files are still being created note the ending date as "current", "to date", or "to present" (e.g., 1974-current).
12. Indicate which agency or office in your agency has the original copy of this record.
13. Indicate the physical characteristics of this file (e.g., computer paper, 3" x 5" index cards, legal or letter size paper, or microform).
14. List any other agencies or offices that have copies of this record.
15. Indicate the physical location of the record.
16. Express the volume of records in cubic feet, reels, floppy disks, or other applicable measurement. (See conversion tables at the bottom of these instructions.)
17. Describe any finding aids such as an index, or a list of file headings.
19. In your estimation how long must this record be maintained to meet all administrative, legal, fiscal, and historical requirements and whether it should be stored in the State Records Center or State Archives or be converted to microformat.
20. To be filled in by Records Management Division staff only.

one	letter size file drawer	=	1.5 cubic feet
one	legal size file drawer	=	2 cubic feet
50	100' reels of 35mm microfilm	=	1 cubic foot
100	100' reels of 16mm microfilm	=	1 cubic foot
1	standard records center box	=	1 cubic foot