

RECORDS INVENTORY



NAME OF SUBMITTER:

DIVISION/DEPARTMENT: _____

DATE: _____

[illegible]

RECORDS INVENTORY WORKSHEET

INSTRUCTIONS:

All inventory items are self-explanatory except:
A records series is a group of records filed together because they are related to a particular subject. All records in a series must have the same retention period.
If the records are not public, cite the statute or date of temporary classification which classifies them.
Retention periods are determined and expressed in one of three ways:
In terms of time, for example, "retain 4 years" or "retain permanently."
In terms of an event or action, for example, "retain until audited," "retain until case closed," or "retain until microfilmed."
In terms of both, for example, "retain 6 months after audit" or "retain 3 years after case closed."

Volume chart to determine cubic feet:

Volume of Records Hard Copy Records			Magnetic Tapes and Electronic Records		
15"	of letter size documents	1.0 cubic foot	200	Cassette tapes	1.0 cubic foot
12"	of legal size documents	1.0 cubic foot	16	Magnetic tapes 5 1/4"	1.0 cubic foot
1	Letter size vertical file drawer	1.5 cubic foot	1	Floppy diskette 3 1/2"	110 KB
1	letter-size open shelf 15"	1 cubic foot	1	Floppy diskette Standard	1.44 MB
1	legal-size open shelf 12"	1 cubic foot	1	Compact Disc (CD)	700 MB
1	Legal size vertical file drawer	2.0 cubic feet	1	Standard Digital Versatile Disc (DVD)	4.7 GB
1	Record carton (standard banker's box) [10" x 12" x 16"]	1.0 cubic feet	16	magnetic tape reels 50 (100 ft. rolls) 32mm microfilm reels	1 GB
1	Record carton (larger trans file box) [24" x 13" x 11"]	1.8 cubic feet	1	Microfiche (4000 sheet)	1.0 cubic foot

USB Flash drives, Variable
external hard drives,
and memory cards

*Additional information can be found at: <http://archives.cdn.sos.ca.gov/pdf/calrim-volume-guide.pdf>.

* Adapted from Minnesota Department of Administration, Information Policy Analysis Division, Preserving and Disposing of Government Records, July 2000.

