RECORDS INVENTORY LIST

Form RC-104 (Revised 11/2008)

STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator
231 Capitol Avenue, Hartford, CT, 06106
www.cslib.org/publicrecords

INSTRUCTIONS:

1. Use this form to conduct an inventory of records.
2. Use the "Remarks" column to note if any restrictions apply to records, e.g., confidentiality, audit requirements, archival or permanent status, critical operational records, or legal requirements.

AGENCY:	**DIVISION / UNIT:**	**DATE:**
ADDRESS:	**PERSON IN CHARGE OF FILES:**	**LOCATION:**
RECORD SERIES TITLE:		

LOCATION	YEARS	RANGE	VOLUME	REMARKS

FILE ARRANGEMENT	**ALPHABETICAL BY:**	**INVENTORIED BY:**
	NUMERICAL BY:	**--CUBIC FOOT MEASUREMENTS—**
	CHRONOLOGICAL BY:	LETTER SIZE DRAWER 1.5 CU.FT LEGAL SIZE DRAWER 2.0 CU.FT 3" X 5" CARD FILE, SINGLE ROW 12" 0.1 CU.FT 4" X 6" CARD FILE, SINGLE ROW 12" 0.2 CU.FT 5" X 8" CARD FILE, SINGLE ROW 12" 0.3 CU.FT TAB CARD DRAWER, SINGLE ROW 25" 0.3 CU.FT RECORD CENTER CARTON (BOX) 1.0 CU.FT SHELVING, 4FT. LETTER SIZE 2.3 CU.FT SHELVING, 4FT. LEGAL SIZE 3.0 CU.FT
SERIES CUTOFF PERIOD	☐ **CALENDAR YEAR** ☐ **FISCAL YEAR** ☐ **CONTINUOUS** **OTHER (SPECIFY):**	
TYPE OF RECORD	☐ **PAPER (☐LETTER OR ☐LEGAL SIZE)** ☐ **MAPS/DRAWINGS** ☐ **ELECTRONIC** ☐ **MICROFORM** **OTHER (SPECIFY):**	

NOTES: