

**UWO RECORDS INVENTORY LIST**

**OFFICE:**

**LOCATION:**

**CONTACT PERSON / EMAIL/ PHONE:**

**PLEASE LIST ALL RECORD SERIES TO BE SCHEDULED IN YOUR OFFICE:**

**SERIES NAME \***

**INCLUSIVE DATES  
OF RECORDS**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

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\* "Series" refers to a group of documents created for a specific purpose. Examples might include: Alpha files, correspondence, advising records, grade books, grant applications, etc..