

**INDIVIDUAL UWO RECORDS INVENTORY WORKSHEET
NUMBER FROM INVENTORY LIST _____**

1. RECORD SERIES NAME:

2. AMOUNT OF RECORDS (USE LINEAR FEET AS A GUIDE):

3. RECORD FORMATS:

PHYSICAL

ELECTRONIC LIST ALL MEDIA TYPES AND FILE FORMATS:

OTHER

4. RECORD SERIES LOCATION (INCLUDING LOCATION ON SERVER)

5. RECORDS USE:

HOW OFTEN ARE THESE RECORDS CONSULTED?

HOW LONG DO YOU THINK THESE RECORDS SHOULD BE KEPT?

6. UNIQUE FEATURES OF THIS RECORD SERIES:

7. OTHER PHYSICAL DESCRIPTIONS:

DESCRIBE IN MORE DETAIL THE RECORD SERIES:

WHAT TYPES OF MATERIALS DOES THE SERIES CONTAIN?

WHAT IS THIS SERIES USED FOR?