

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.

* "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..