

**RECORDS INVENTORY
WORKSHEET**

RC-104 REV. 6/83

STATE OF CONNECTICUT
CONNECTICUT STATE LIBRARY
231 Capitol Avenue, Hartford, CT, 06106

DATE

DEPARTMENT OF PUBLIC RECORDS ADMINISTRATION-

AGENCY	ORGANIZATIONAL UNIT		
ADDRESS	PERSON IN CHARGE OF FILES	ROOM NO.	
RECORD SERIES TITLE:			

LOCATION	YEARS	RANGE	VOLUME	REMARKS

FILE	ALPHABETICAL BY:	INVENTORY TAKEN BY: (Signature)
	NUMERICAL BY:	-CUBIC FOOT MEASUREMENTS-
ARRANGEMENT	CHRONOLOGICAL BY:	LETTER SIZE DRAWER 1.5 CU. FT.
	<input type="checkbox"/> CALENDAR YEAR <input type="checkbox"/> FISCAL YEAR <input type="checkbox"/> CONTINUOUS	LEGAL SIZE DRAWER 2.0 CU. FT.
SERIES CUTOFF PERIOD	OTHER (Specify)	3"x5" CARD FILE, SINGLE ROW 12" 0.1 CU. FT.
		4"x6" CARD FILE, SINGLE ROW 12" 0.2 CU. FT.
TYPE OF EQUIPMENT	<input type="checkbox"/> LETTER OR LEGAL SIZE CABINET <input type="checkbox"/> CARD FILE <input type="checkbox"/> SHELVING <input type="checkbox"/> CARTON	5"x8" CARD FILE, SINGLE ROW 12" 0.3 CU. FT.
		TAB CARD DRAWER, SINGLE ROW 25" 0.3 CU. FT.
	OTHER (Specify)	RECORD CENTER CARTON 1.0 CU. FT.
		SHELVING, 4FT. LETTER SIZE 2.3 CU. FT.
		SHELVING, 4FT. LEGAL SIZE 3.0 CU. FT.

NOTES: