



FERRIS STATE UNIVERSITY

Records Inventory and Analysis

Department		Division/Office	
Location		Person	Telephone / E-Mail
Date			
Record Title			
Record Description			
Purpose of Record			
Type of Record <input type="checkbox"/> Original – Location of Duplicate _____ <input type="checkbox"/> Duplicate – Location of Original _____			
Record Format <input type="checkbox"/> Letter <input type="checkbox"/> Plans/Drawings <input type="checkbox"/> Card File <input type="checkbox"/> Printout <input type="checkbox"/> EDP Tape <input type="checkbox"/> Legal <input type="checkbox"/> Video Tape <input type="checkbox"/> Photograph <input type="checkbox"/> Microfilm <input type="checkbox"/> EDP Disk/Diskette <input type="checkbox"/> Ledger <input type="checkbox"/> Audio Tape <input type="checkbox"/> Other _____			
Filing Method <input type="checkbox"/> Alphabetic <input type="checkbox"/> Numeric <input type="checkbox"/> Chronologic <input type="checkbox"/> Subject <input type="checkbox"/> Alphanumeric <input type="checkbox"/> Geographic <input type="checkbox"/> Other _____			
Is Record Microfilmed? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, could microfilm be used? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Inclusive Dates of Records _____ Thru _____		Retention Period _____ Years in Office	Does Record Have Historical / Archival Value? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Rate of Accumulation _____ Cubic Inches / Year _____ Cubic Feet / Year		Total Accumulation _____ Cubic Inches _____ Cubic Feet	Special Characteristics <input type="checkbox"/> Vital Record <input type="checkbox"/> Confidential Record <input type="checkbox"/> Statutory Retention Period P.A. _____ Year _____
Reference Activity Rate <i>First Year</i> _____ Per Week <i>in Office</i> _____ Per Month _____ Per Year		Reference Activity Rate <i>Subsequent</i> _____ Per Week <i>Years</i> _____ Per Month <i>in Office</i> _____ Per Year	

Cubic Foot Measurements		(1 cu. ft. = 1728 cu. in)
Letter Size Drawer (Lateral) 2.0 cu. ft.....(Vertical) 1.5 cu. ft		Microfilm, 100, 16mm Reels.....1.2 cu. ft.
Legal Size Drawer (Lateral) 2.5 cu. ft.....(Vertical) 2.0 cu. ft.		4x6" Card File, Single Row 12".....0.2 cu. ft.
Records Center Carton.....1.2 cu. ft.		5x8" Card File, Single Row 12".....0.3 cu. ft.
Shelving, 4 ft. Letter Size.....2.3 cu. ft.		Shelving, 4 ft. Legal Size.....3.0 cu. ft.
Tab Card Drawer, Single Row 25".....0.3 cu. ft.		Computer Tape (7 Reels).....1.2 cu. ft.
Comments		

In order to assist the University Archives and Records Management Program in understanding what records are in the office, please answer the following questions on selected series.

1. What information do you keep in this series?
 ie: reports, personnel data, accounting data, project documentation

2. What types of documents does it include?
 ie: original record copies, signed originals, informational copies used strictly for reference, finding aids/indices

3. How do you use this series?
 ie: for job/task functions, administrative, operations, procedures

4. Why do you keep this series?
 ie: for reference, verification, auditing, project/work in progress, historical