



**FERRIS STATE UNIVERSITY**

**RECORDS MANAGEMENT INVENTORY FORM**

University Division \_\_\_\_\_

College/Department \_\_\_\_\_

Record Owner \_\_\_\_\_

Bldg./Room \_\_\_\_\_ Telephone # \_\_\_\_\_

Record Series Title \_\_\_\_\_

Active  Bldg. \_\_\_\_\_ Room \_\_\_\_\_ Volume (linear ft.) \_\_\_\_\_

Inactive  Bldg. \_\_\_\_\_ Room \_\_\_\_\_ Volume (linear ft.) \_\_\_\_\_

Record Format(s) (X all that apply)

Paper  Microform  Audio/Visual  Photographs  Computer files  Other  (explain)

Primary Arrangement (X one answer only)

Numeric  Chronological  Alphabetical  Geographical  Subject

Inclusive dates \_\_\_\_\_ to \_\_\_\_\_ (leave blank if ongoing) File cutoff (fiscal or calendar) \_\_\_\_\_

Record Series Description:

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To better understand what materials are in your possession, please respond to the following questions:

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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