

RECORDS INVENTORY WORKSHEET

UTB/TSC-Records Management Division, 747

RMD 103 (9/91)

1. AGENCY NAME AND DIVISION The University of Texas at Brownsville and Texas Southmost College - Business Affairs Division		
2. DEPARTMENT/SECTION/UNIT Records Management	3. LOCATION OF RECORDS AND/OR FILE CODE American Legion	
4. NAME AND TITLE OF PERSON RESPONSIBLE FOR MAINTAINING RECORDS Leonel Yanez Coordinator	5. TELEPHONE 956-882-5966	

RECORD SERIES IDENTIFICATION

6. WORKING RECORDS SERIES TITLE GENERAL JOURNAL VOUCHERS / CASH RECEIPTS		
7. DESCRIPTION (Summary of contents; function of records; form numbers, if any. Continue description on reverse side if needed.) This box contains General Journal Vouchers FY 2007 to FY 2008. This box contains Cash Receipts FY 2007 to FY 2008.		
8. STATUS <input checked="" type="checkbox"/> RECORD COPY <input type="checkbox"/> CONVENIENCE COPY	9. RECORD MEDIUM <input checked="" type="checkbox"/> PAPER (SPECIFY SIZE) <u>8 1/2 X 11</u> <input type="checkbox"/> MICROFORM-SPECIFY _____ <input type="checkbox"/> ELECTRONIC-SPECIFY _____ <input type="checkbox"/> MAPS, DRAWINGS _____ <input type="checkbox"/> COMPUTER PRINTOUT _____	10. ARRANGEMENT <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> SUBJECT <input checked="" type="checkbox"/> NUMERIC <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> ALPHA-NUMERIC <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> OTHER-SPECIFY _____
11. VOLUME (IN CUBIC FEET) CURRENT TOTAL <u>2</u> ANNUAL ACCUMULATION _____ RATE _____	12. ESTIMATED ACTIVITY PER FILE DRAWER FOR HOW LONG? HIGH (DAILY) _____ MEDIUM(WEEKLY TO MONTHLY) _____ LOW(LESS THAN ONCE A MONTH) <u>X</u>	13. RESTRICTIONS <input type="checkbox"/> LEGAL <input type="checkbox"/> VITAL (ESSENTIAL) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> ARCHIVAL <input checked="" type="checkbox"/> SUBJECT TO AUDIT
14. STORAGE <input type="checkbox"/> FILING CABINET <input checked="" type="checkbox"/> BOXED <input type="checkbox"/> ROLLED <input type="checkbox"/> SHELVING <input type="checkbox"/> FLAT <input type="checkbox"/> OTHER-SPECIFY _____	15. CURRENT RETENTION PERIOD ACTIVE INACTIVE (IN OFFICE) (IN STORAGE) <u>1 year</u> FE+3	16. INCLUSIVE DATES FROM <u>FY 2007</u> TO <u>FY 2008</u>
17. INFORMATION MAINTAINED ON MORE THAN ONE MEDIUM (EXPLAIN) No		
18. INFORMATION DUPLICATED ELSEWHERE (EXPLAIN) No		
19. INFORMATION SUMMARIZED ELSEWHERE (EXPLAIN) N/A		
20. NAME AND TELEPHONE NUMBER OF PERSON TAKING INVENTORY Leonel Yanez 956-882-5966		21. DATE OF INVENTORY 7/14/2008

FOR USE OF AGENCY RECORDS ADMINISTRATOR

22. OFFICIAL RECORDS SERIES ITEM NUMBER	23. OFFICIAL RECORDS SERIES TITLE	
24. OFFICIAL RECORDS RETENTION PERIOD REFER TO THE TEXAS STATE LIBRARY RECOMMENDED RECORDS RETENTION SCHEDULE (RRRS) FOR RECOMMENDED RETENTION PERIOD	ACTIVE (IN AGENCY) _____ INACTIVE (IN STORAGE) _____ TOTAL _____	BASIS FOR RETENTION PERIOD <input type="checkbox"/> RRS-ITEM# _____ <input type="checkbox"/> STATUE- # _____ <input type="checkbox"/> AGENCY POLICY _____ <input type="checkbox"/> OTHER (SPECIFY) _____

DESCRIPTION Continuation description from other side -- RMD 103 (9/91):