

Maine State Archives RECORD SERIES INVENTORY	For Maine State Archives Use Only		
	Agency No.	Schedule No.	Series No./Media

Department	Bureau/Division	Date
Person to Contact	Telephone No.	Location of Records
Contact person's mailing address		
Series title		

Why does the agency keep these records—what program or programs do they support? How are the records used, and by whom? What might be found in a typical file? (Please include samples with inventory form; you may black out identifiable personal information if this raises confidentiality concerns. Also, please spell out all acronyms.)

Frequency of Use
 Daily Weekly Monthly Annually For how long _____

At what point does each file become "closed" as far as your business needs are concerned? Possible examples: When client is discharged; when fiscal year ends; when case has been inactive for six consecutive months.

Arrangement <input type="checkbox"/> Alphabetically <input type="checkbox"/> Chronologically <input type="checkbox"/> Geographically <input type="checkbox"/> Case number <input type="checkbox"/> Other _____	These records are retained by <input type="checkbox"/> Calendar Year (1/1 – 12/31) <input type="checkbox"/> State Fiscal Year (7/1 – 6/30) <input type="checkbox"/> Federal Fiscal Year (10/1 – 9/30)	Media Type <input type="checkbox"/> Paper <input type="checkbox"/> Microfilm <input type="checkbox"/> Microfiche <input type="checkbox"/> Audio Tape <input type="checkbox"/> Digital Audio <input type="checkbox"/> Magnetic Tape <input type="checkbox"/> Photograph <input type="checkbox"/> DVD/Video <input type="checkbox"/> Electronic <input type="checkbox"/> Computer Disk <input type="checkbox"/> Other _____
---	---	---

Date of Oldest File	Volume in Cubic Feet if Applicable	Annual Rate of Accumulation if Applicable	Filing and Storage Equipment (How are records stored)

Can the same information be found in other records? (If yes, please explain. We are asking this because it's important to know where the State would go to reconstruct the records, in case of disaster.)

Are records confidential? no yes If yes, which statutes or regulations apply?

Retention determined by Statute Agency Policy Other (Please give statutory citation or identity of person who determines policy)

How long do you need to store these records (total for paper files should not exceed 20 years):		
In Your Agency	In the Records Center	Archives or Destroy (your recommendation)

Signature of Agency Records Officer or Assistant Records Officer	Date