



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Records Management
Inventory Worksheet Form

RMD 103 (11/07)

1. Agency Name and Division The University of Texas Rio Grande Valley
2. Department
3. Location of Records on Campus
4. Name and Title of Person Responsible for Maintaining Records
5. Email
6. Telephone

Records Series Identification

7. Working Records Series Title ( Agency #, Records Series Item #)
8. Description (Summary of contents: function of records ; formnumbers, if any. Continue description on reverse side if needed.)
9. Status
10. Records Medium
11. Arrangement
12. Volume (In Cubic Feet)
13. Estimated Activity Per File Drawer
14. Restrictions
15. Storage
16. Current Retention Period
17. Inclusive Dates
18. Information Maintained on more than one Medium (Explain)
19. Information Duplicated Elsewhere (Explain)
20. Information Summarized Elsewhere (Explain)
21. Name and Telephone Number of Person Taking Inventory
22. Date of Inventory

For Records Management Office Use

23. Official Records Series Item Number
24. Official Records Series Title
25. Official Records Retention Period
Basis for Retention Period

**DESCRIPTION** Continuation description from other side - R1\ID 103 (9/91):