



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 ☐ Records Copy ☐ Convenience Copy	10. Records Medium ☐ Paper (Specify Size) _____ ☐ Microform - Specify _____ ☐ Electronic - Specify _____ ☐ Maps, Drawings _____	11. Arrangement ☐ Alphabetical ☐ Subject ☐ Numeric ☐ Geographical ☐ Alpha-Numeric ☐ Chronological ☐ Other-Specify _____
12. Volume (In Cubic Feet) Current Total _____ Annual Accumulation Rate _____	13. Estimated Activity Per File Drawer For How Long? High (Daily) _____ Medium (Weekly to Monthly) _____ Low (Less than Once a Month) _____	14. Restrictions ☐ Legal ☐ Vital (Essential) ☐ Confidential ☐ Archival ☐ Subject to Audit
15. Storage ☐ Electronic ☐ Boxed ☐ Rolled ☐ Shelving ☐ Filing Cabinet ☐ Other Specify _____	16. Current Retention Period Active (In Office) _____ Inactive (In Storage) _____	17. Inclusive Dates From : _____ To : _____
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 Refer to the Texas State Library Recommended Records Retention Schedule (RRS) For Active (In Agency) _____ Inactive (In Storage) _____ Recommended Retention Periods Total _____		Basis for Retention Period ☐ RRS - Item - # _____ ☐ Statute - # _____ ☐ Agency Policy - # _____ ☐ Other - Specify _____

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