

# LOCAL RECORDS SURVEY/INVENTORY FORM

Kansas State Historical Society - Library/Archives Division

1. COUNTY _____		2. OFFICE _____			
3. OTHER ORGANIZATIONAL UNIT (section, bureau ) _____		4. LOCATION OF RECORDS _____			
5. PERSON RESPONSIBLE FOR MAINTAINING RECORDS _____		6. TELEPHONE _____			
7. RECORDS SERIES TITLE _____					
8. RECORDS SERIES DESCRIPTION (Nature and purpose, types of information or documents. Continue on reverse if necessary. ) _____ _____ _____					
9. INCLUSIVE DATES  FROM _____  THRU _____		10. RECORD FORMAT  <input type="checkbox"/> PAPER (specify type/size) _____ <input type="checkbox"/> MICROFORM (specify ) _____ <input type="checkbox"/> ELECTRONIC (specify ) _____			
11. ARRANGEMENT  <input type="checkbox"/> CHRONO <input type="checkbox"/> ALPHA <input type="checkbox"/> NUMERICAL BY _____ OTHER ( specify ) _____		12. TOTAL VOLUME (In cubic feet ) _____  NOTES: _____ _____			
13. ANNUAL ACCUMULATION  SERIES STILL CREATED? <input type="checkbox"/> Yes <input type="checkbox"/> No ANNUAL ACCUMULATION (in cubic feet) _____		14. ESTIMATED ACTIVITY PER FILE DRAWER  <div style="text-align: right;">For How Long?</div> HIGH (Daily ) _____ MEDIUM (Weekly to Monthly ) _____ LOW (Less Than Once a Month ) _____			
15. STATUS <input type="checkbox"/> RECORD COPY? <input type="checkbox"/> CONVENIENCE COPY?  IS INFORMATION DUPLICATED ELSEWHERE? _____ _____		16. PUBLIC ACCESS RESTRICTIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO  LEGAL AUTHORITY _____ _____			
17. RELEVANT STATUTES/REGULATIONS  K.S.A. _____ K.A.R. _____ OTHER _____		18. RECOMMENDED RETENTION  ACTIVE (in office) _____  INACTIVE (offsite) _____		19. RECOMMENDED FINAL DISPOSITION  <input type="checkbox"/> DESTROY  <input type="checkbox"/> PERMANENT STORAGE (where?) _____	
20. VITAL RECORDS? <input type="checkbox"/> YES <input type="checkbox"/> NO		21. ADDITIONAL REMARKS:  _____ _____ _____			
22. SURVEYOR'S NAME _____		23. TELEPHONE/EMAIL _____		24. DATE _____	