**Inventory Worksheet**

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| **QUESTION** | **ANSWER** |
| What is your agency type (large, small, composed of several bureaus/divisions/etc.)? |  |
| What will you be responsible for inventorying (the whole department, one bureau, one section, etc.)? |  |
| How many sections or offices within that division – how are things broken down? |  |
| Are files kept in a central office – at separate work stations – both? |  |
| Are electronic files kept on a central server – at individual work stations – both? |  |
| Who can/should be included as part of the management inventory team? |  |
| What is your manager/director type? How can you get them “on board?” |  |
| What Records Management information can you use to promote the need for the Inventory? |  |
| What materials do you need for your inventory? |  |
| What is your reason for doing an inventory? |  |
| What is the scope of the inventory? |  |
| What method will you use to conduct the inventory? |  |
| Who else will be involved in conducting the inventory? |  |
| How much time will you allow for the inventory? |  |
| Who will be involved in analyzing the results? |  |