

Maine State Archives <h1 style="margin:0;">RECORD SERIES INVENTORY</h1>	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.

<b>Arrangement</b> <input type="checkbox"/> Alphabetically <input type="checkbox"/> Chronologically <input type="checkbox"/> Geographically <input type="checkbox"/> Case number <input type="checkbox"/> Other _____	<b>These records are retained by</b> <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)	<b>Media Type</b> <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 _____
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Date of Oldest File	Volume in Cubic Feet if Applicable	Annual Rate of Accumulation if Applicable	Filing and Storage Equipment <i>(How are records stored)</i>

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 <i>(your recommendation)</i>

Signature of Agency Records Officer or Assistant Records Officer	Date