**Records Inventory**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** |  | **Employee Name** |  | | **Phone** |  |
| **Division** |  | **Section** |  | **Branch** |  | |
| **Location(s) of Records** |  | | | | | |
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| **Title** | **Description**  (purpose, use, subject content) | **Media**  (Paper, Electronic, Scanned) | | | **Restrictions**  (Audit, Confidential) | | **Statutory Regulations** | **Date Range** | **Volume**  (linear feet or  file drawers) |
| **P** | **E** | **S** | **A** | **C** |
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