

Department [& Section]

Date

Surveyed by

Contact info

Title of Record Series

Describe the documents contained in this series

How is the series organised and arranged?

Describe any related records series or links with documents in other series

Storage location

Format / Media Paper: ? Microfiche: ? Other:

Covering Dates

Amount (+ unit)

Total

active records

inactive records

Annual growth rate
(e.g. x lever-arch files)

How frequently is the series referred to?

- Daily
- Weekly
- Monthly
- Quarterly
- Yearly
- Longer

- Other

Who refers to them?

Retention policy

Needs to be retained for...

Then....

Any factors affecting how long records should be kept for:

Comments / Needs / General Notes