

# INVENTORY WORKSHEET

Field Rep:

Application No.:

Date:

Item Number:

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Record Series Title:	Agency:
Dates:	Division:
Volume:	Subdivision:
Annual Accumulation:	Office Location:
Arrangement:	Representative (Name, Title, Phone):
Number & Size of Files/Documents:	Records Officer (Name & Phone):

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Description (Reason for creation, use, form numbers, duplication, audit):

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Recommendation: