**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 orfile drawers) |
| **P** | **E** | **S** | **A** | **C** |
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