RECORDS INVENTORY AND ANALYSIS FORM
INSTRUCTIONS FOR COMPLETING

This form must be completed for all new records series. If you have any questions relating to the completion of this form, please contact the Records Management department at (865) 974-6328 or via email at recmgmt@utk.edu. Please submit the completed form:

Via campus mail to:	Via U.S. Mail to:	Via fax to:
Records Management	Records Management	(865) 974-6475
Middlebrook Building	Rm. 207	
Knoxville, TN 37996	5723 Middlebrook Pike	
	Knoxville, TN 37921	

DEPARTMENT SECTION:

1. *Department: Enter the complete name of your division and department. Include acronym if applicable.*
2. *Address: Enter campus mailing address and the four-digit mail code assigned by University Mail Services.*
3. *Account Number: Enter the responsible account number assigned to your department by the Treasurer's Office.*
4. *Telephone: Enter campus telephone number for the person completing the form.*
5. *Name and Title of Records Contact: Enter the name of the person responsible for maintaining or transferring records.*

CLASSIFICATION SECTION:

6. *Records Series Title: Enter the accurate working title/name of record. A records series is a group of files classified according to their common characteristics and purposes.*
7. *Purpose of Records: Enter the purpose of the records series to department and/or University. The purpose identifies the function of the record and should answer the questions who, why, where, when, what and how.*
8. *Description of Records Type: Enter the description of records series. Be as descriptive as needed.*

CURRENT SITUATION:

9. *File Arrangement: Enter the arrangement of files (i.e. alphabetical, numerical, other).*
10. *Current Volume: Enter the total approximate volume (in cubic feet) of the records series – both the active records you are currently using and the inactive records.*