

Records Series Title:	Page 1 of ____
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Record Series Content	
Record Series Function	
Organization/ Arrangement	
Indexing System	
Restrictions (Law or Regulation Citation)	
Formats (paper, electronic, etc.)	
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	
Audit Requirements	
Date Span	
Completeness /Gaps	

Schedule Item Number	
Retention	
Justification for Permanent Retention	