Records Series Definition Form

The following form is used to classify and define classes of records created by your company. This form helps your users and Data Storage file and refile charts, and create expiration dates for new documents in the series. The use of this form is essential to the execution of an efficient retention policy.

The sections with the asterisks are required by Data Storage for the creation of a record series and automation of retention scheduling.

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"Tulsa's records management leader since 1976"

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Records Series Definition Form

ACTION REQUESTED

☐ Establish Retention Schedule ☐ Revise Retention Schedule (Series Number _____)
New Series Number _____ Comments _____

SECTION A: DEPARTMENT AND CONTACT PERSONS (Records Group Number ( )

1. *Department of _____
2. Division of _____
3. Section _____
4. Program Unit _____
5. *Person Completing Form:
   Name _____ E-mail _____
   Title _____
   Telephone _____ Fax _____

SECTION B: RECORDS SERIES DESCRIPTION

7. *Current Title of Records _____
8. *New Title of Records _____
   Alternative Title of Records _____
9. Date Span of Records _____
10. Still Created? ☐ Yes ☐ No
11. *Indexed? ☐ Yes ☐ No
12. *Arrangement:
    ☐ Alphabetic by _____
    ☐ Numeric by _____
    ☐ Alphanumeric by _____
    ☐ Chronologic _____
    ☐ Calendar year by _____
    ☐ Fiscal year by _____
    ☐ No arrangement, explain _____
13. Description:
    Who creates and/or uses the records? For what purposes?

    What information is contained in the files?

14. Value of Records:
    ☐ Administrative ☐ Legal ☐ Fiscal ☐ Historical
    Other (specify) _____
15. Access Frequency:
    How many times within the first year? ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly
    How many times after the first year? ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly
    Never access after: _____ Month(s) _____ Years(s)
16. Are these vital records? ☐ Yes ☐ No

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17. Characteristics and Volume (indicate volume to left of format):

Audio/Visual	**Microfilm**	**Computer/Machine Readable**
_____ Audio Tapes	_____ Roll Film	_____ Disk/Tape/Cartridge
_____ Video Tapes	_____ Microfiche	_____ Optical Disks
_____ Motion	_____ Microjackets	_____ Diskettes (floppy)
_____ Photos/Prints	_____ Computer Output	_____ Mainframe
_____ Photos/Glass	_____ Aperture Cards	_____ CDs
_____ Photos/Slides		
_____ Film Negatives		

Paper (Please check all that apply):

☐ Legal Size ☐ Maps/Drawings/Plans ☐ Cards (_____ × _____)
☐ Letter Size ☐ Computer Printouts ☐ NCR/Carbons
☐ Bound Volumes ☐ Odd Sizes ☐ Colors

18. Total volume and location of existing records (in cubic feet):

☐ Office Volume: _____
☐ DATA STORAGE, INC. Volume: _____

19. Condition of Records:

☐ Good ☐ Poor ☐ Torn ☐ Dirty
☐ Fair ☐ Damaged ☐ Taped ☐ Moldy

20. Confidential: ☐ Yes ☐ No If yes, cite controlling authority: _____

21. Record is:

☐ Original Location of Duplicates: _____
☐ Duplicate Location of Originals: _____
☐ Summarized Title Location of Summary: _____
☐ Cumulative Titles of Originating Documents: _____

22. Subject to Audit:

☐ State ☐ Federal ☐ Internal ☐ Other
_____

23. Legal Retention Requirements: ☐ Yes ☐ No If yes, cite authority:
_____

SECTION C: RECORDS SERIES DESCRIPTION

24. *Proposed retention period Is as follows:

☐ Retain at Office for _____ Year(s) or/after _____
☐ Transfer to Data Storage for _____ Year(s)
☐ Archival Review
☐ Retain Microfilm for _____ Year(s); Then Destroy
☐ Retain Microfilm Permanently in Archives
☐ Retain Original Documents Permanently in Archives
☐ Destroy
☐ Other _____

25. Additional Comments:
_____

_____ _____
Records Officer Date

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