**INSTRUCTIONS FOR COMPLETING THE *RECORDS INVENTORY* *FORM***

**The Records Inventory Form is intended to provide a starting point for performing a records inventory and may be edited or revised to suit the individual needs of your organization. Not every field may need to be completed for every records series.**

**This inventory form may also be completed and submitted as a draft Records Retention and Disposition Schedule.**

**FIELD**

1. **Department:** Enter the official name of the department (e.g. Office of the Comptroller). *Department is defined as a government department, agency, board, commission, corporation, council, secretariat, etc*.

**2. Action Required:** Check the box which best describes the purpose of the inventory. Enter the current schedule number, if applicable.

**3. Office of Primary Responsibility (OPR):** Enter the name of the department or organization designated to maintain, preserve, and dispose of the record, usually the office with the main responsibility for that function or activity.

**4. Records Custodian:** Enter the name of the Records Manager or person responsible for maintaining the records.

**5. Physical Location of Records:** Enter the address where the records are located including the room number and file cabinet, if applicable.

**6. Working Record Series Title:** Enter a subject or activity name which best identifies the group of records to be scheduled (e.g. “Child Protection Case Files”) or the records series title found on the current *Records Retention and Disposition Schedule* (e.g. Divorce Court Files, CPRS Employee Files).

**7. Record Series Description:** Enter a comprehensive and concise description of the records outlining specific types of records found within the files(e.g., “This record series may include applications, interim adoption orders, Final Adoption Orders, vouchers, family history, and correspondence”). If the records are created within a specific program of government, that program should be named but not described in detail.

**8. Record Series Purpose:** Identify the function of the records. Answer questions such as why has this records series been created? or how has/will this record series been used? (e.g., “This record series documents the transfer of guardianship rights to the Minister”).

**9. Physical Format of Record:** Check the box indicating the format of the record – more than one may apply. In the event you use “other”, please specify.

**10. File System:** Check the box indicating the arrangement of the records – more than one may apply. In the event there is another type of arrangement, please specify.

**11. Filed by:** Check the box indicating the method used to organize and file the records. If the filing method is “other”, please specify (e.g. “School year”, “Tax year”).

**12. Active Period:** Enter the period of time records must remain in use in office or the event which indicates when the records cease to be current and can begin their semi-active phase (e.g. “Calendar year”, “Fiscal year”, “Until case closed”, “Until contract expired”).

**13. Inclusive Dates:** For an active records series, enter the dates the records cover (e.g. 1990 & after); or for a closed series, enter the “from” and “to” dates of the records (e.g. “1990 to 1999”).

**14. Range:** Enter the file plan range of numbers used by your office (e.g. “7200-7300”), if applicable.

**15. Electronic Information System:** Indicate whether or not the records are managed by an Electronic Information System.

**16. Are records still being created?**  Check the box indicating whether or not this series of records is still being created.

**17. Estimated Annual Accumulation:** Enter the approximate amount of records being created annually. This number may be defined by number of records, by a linear measurement (e.g. 2 linear metres) or by a storage unit (e.g. 2 standard legal file cabinet drawers).

**18. Copies held by:** Identify the entities holding duplicates of the original records (e.g. “Copy held by regional offices”), if applicable.

**19. Volume:** Enter the current physical volume of the records.

**20. Reference Rate:** Check the box indicating the frequency the records are referenced during a selected period.

**21. Are these vital records?** Indicate whether or not the records are vital records (records essential for the resumption or continuation of business for the department or agency in the event of an emergency or disaster).

**22. Security Classification Level:** Enter the security classification level, if any, applied to the records. *For a description of the security classification levels, see the Government Information Technology Systems Security Policy (GISSP).*

**23. Retention Period (in years):** Identify the format of the record (i.e. paper, electronic, cassettes/discs, cartographic plans, architectural plans, photographs, microfilm master, microfilm copy, etc.) followed by the current and/or proposed retention period. Enter the number of years the records are required to remain in the office after the active period; and enter the number of years the records should remain in storage at the Government Records Centre, if any. Complete the retention periods (in office after active and in Records Centre) for each type of format by using the extra columns provided.

**24. Final Disposition:** Enter an “X” for the current disposition, if applicable. Enter an “X” to “*suggest or recommend*” a disposition (Transfer to Archives, Destroy After Archival Selection, or Destroy) for each format listed. “Transfer to Archives” means that the entire body of records will be maintained permanently in Archives (e.g. “Court adoption records”); Destroy After “Archival Selection” means that the Archives will select some/none/all records for archival preservation and destroy the remainder (e.g. “Departmental correspondence”); and “Destroy” means that the entire body of records will be destroyed (e.g. “Supply vouchers”).

**25. Additional comments or descriptions:** Enter any additional information relevant to the inventory or development of the retention schedule. The onus is on the department to ensure that all legal aspects governing the retention of the records are considered before authorizing disposition.

 **Note**: These instructions and the necessary forms to assist New Brunswick public bodies in managing the transfer, scheduling, retention, and disposition of recorded information can be downloaded from the Corporate Information Management section of the PANB website, [*http://archives.gnb.ca*](http://archives.gnb.ca)*.*