|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inventory Date:**  | [ yyyy-mm-dd ] |  | **Organization:** | [ add name of organization ] |
| **Inventoried By:**  | [ add the name of the person who completed inventory ] |  | **Division/Section:** | [ add name of division, section and/or unit as applicable ] |
| **Role/Title:**  | [ add the role responsible for completing inventory ] |  | **Role/Title:**  | [ add the role responsible for maintaining records ] |
| **Principal No:** | [ add the reference from the Principal Inventory File ] |  | **Person:**  | [ add person who is currently occupying the above role ]  |

**Record Series Identification**

|  |  |
| --- | --- |
| **Working Record Series Title:** |  |
| **Location of Record Series:** |  |
| **Description:**  | [ Add summary of contents; continue on reverse if required, include filing patterns ] |
| **Records Status:** | **Records Medium:** | **Electronic Format Type:**  | **Storage:** |
| 🞏 Original🞏 Copy🞏 More than one medium🞏 Duplicated ElsewhereExplain: 🞏 Official Record | 🞏 Paper 🞏 Electronic🞏 Microfilm/fiche🞏 Maps/drawings/photo🞏 Other  | 🞏 MS Office File🞏 PDF🞏 EDRMS🞏 Database🞏 Other  | 🞏 Filing Cabinet ( 🞏 Lateral 🞏 Vertical )🞏 Records Centre🞏 Electronically Stored Information( 🞏 On premise 🞏 Cloud )🞏 Other  |
| **Arrangement:** | **Volume (Extent of Records):** | **Inclusive Dates:**  | **Estimated Activity**  |
| 🞏 Alpha🞏 Subject🞏 Numeric 🞏 Geographical  | 🞏 Alpha-numeric 🞏 Chronological🞏 Other | 🞏 Per linear foot 🞏 Boxes🞏 Gigabytes 🞏 Other   | From: To:  | Frequency of use: 🞏 High (Daily)🞏 Medium (Once a Week)🞏 Low (Less than once a month) |
| **Business Value:** | **Essential/Vital Value:**  | **Access Status:**  |
| 🞏 Administrative🞏 Operational🞏 Legal🞏 Financial | 🞏 Audit 🞏 Scientific🞏 Enduring🞏 Historical | 🞏 Support Business Continuity🞏 Legal or Regulatory Requirement 🞏 Other  | 🞏 Full Access🞏 Internal Access Only 🞏 Restricted Internal Access 🞏 Personal Information Bank 🞏 ATIPP Exceptions | If Internal Access Only or Restricted – state why If ATIPP Exceptions indicate Sections(s)  |
| **Lifecycle Phase:** | **Retention:** | **Applicable Disposition Authority:** | **Legal Rational:** |
| 🞏 Active🞏 Semi-Active🞏 Inactive  | 🞏 Current Year🞏 Fiscal Year🞏 Audit 🞏 Annual reporting  | 🞏 Event ends🞏 Statutory requirements 🞏 Other purpose or event   |  |  |