RECORDS INVENTORY SHEET

COMPLETE ONE FOR EACH STORAGE AREA

ROOM NUMBER OR STORAGE AREA NAME: _____

TYPE OF RECORD AND DATE SPAN	# OF BOXES	RETENTION TIME	ELIGIBLE FOR DESTRUCTION WHEN?

RECORDS INVENTORY SHEET

COMPLETE ONE FOR EACH STORAGE AREA

ROOM NUMBER OR STORAGE AREA NAME: Basement storage room

TYPE OF RECORD	# OF BOXES	RETENTION TIME	ELIGIBLE FOR DESTRUCTION WHEN?
Member offering records – weekly 1992-1999	6	1 year	January 2001
Cancelled checks 1989-1997	1	10 years	2007