



**PARIS-INV:
RECORDS INVENTORY WORKSHEET
FOR NEW JERSEY LOCAL GOVERNMENT AGENCY**

These instructions are provided to assist local government agencies in conducting a records inventory through the use of *PARIS-Inv: Records Inventory Worksheet for New Jersey Local Government Agencies* forms. Any questions regarding the use of this form should be directed to the PARIS Grants Program staff at 609.530.3215 or in writing: PARIS Grants Program, Division of Archives and Records Management, P.O. Box 307, Trenton, New Jersey 08625.

AGENCY INFORMATION: Enter the local government agency name and associated department, division, and office, as well as the agency contact name and title, telephone number, and email address.

RETENTION INFORMATION:

- ⚠ **State Records Committee Approved Records Retention Schedule and Records Series:** Identify and enter the appropriate records retention schedule number and name; record series number and name and the associated retention period(s) as found on the record retention schedule.
- ⚠ **Classification/Age/Storage:** Identify and enter how the unit classifies or organizes these particular records; the records' date ranges, including date range for the bulk (majority) of the records; the location of the records; and the storage units utilized.

RECORDS CREATION/USE/CONDITIONS/RESTRICTIONS:

- ⚠ Identify and enter the creators and user of these records.
- ⚠ Identify and enter whether these records are archival or vital in nature.
- ⚠ Identify and enter if these are the official record copy and if additional copies are maintained elsewhere.
- ⚠ Identify and enter the actual physical condition.
- ⚠ Identify and enter the frequency with which the records are accessed and referenced.
- ⚠ Identify and enter any restrictions placed upon the use or accessibility of these records.
- ⚠ Identify and enter any applicable New Jersey Administrative Codes, Statutes, State and Federal Regulations, and/or Local Ordinances or Resolutions that may apply to the retention and/or disposition of these records.

RECORDS TYPE OR MEDIA:

- ⚠ Identify the media and its associated format of the records.
- ⚠ Estimate the volume/quantity of the records that are currently being maintained and estimate the annual volume/quantity that is being produced. If necessary please refer to the *Table of Cubic Foot Equivalents* below.



TABLE OF CUBIC-FOOT EQUIVALENTS

STORAGE UNIT	CUBIC FOOT CAPACITY	
Cabinet File Drawer	Letter	1.5
	Letter Lateral	2.0
	Legal	2.0
	Legal Lateral	2.5
	Map or Plan: 2" x 26" x 38"	1.1
	Map or Plan: 2" x 38" x 50"	2.2
	Map or Plan: 4" x 26" x 38"	2.3
	Map or Plan: 4" x 38" x 50"	4.4
Tubes	Map or Plan: 2" x 2" x 38"	0.1
	Map or Plan: 2" x 2" x 50"	0.1
	Map or Plan: 4" x 4" x 38"	0.3
	Map or Plan: 4" x 4" x 50"	0.5
Shelf units	Letter (36" long)	2.4
	Legal (36" long)	3.0
Records Center Containers	10" x 12" x 15" (standard)	1.0
	0.5" x 8" x 14" (tab)	0.2
	3.5" x 8" x 24" (check)	0.4
	4" x 4" x 48" (map)	0.4
	6" x 6" x 36" (map)	0.7
	6" x 6" x 48" (map)	1.0
OTHER SITUATIONS		
STEP 1: LENGTH X WIDTH X HEIGHT (IN INCHES)		
STEP 2: DIVIDE INCHES BY 1,728 = CUBIC FEET		

PARIS-INV: RECORDS INVENTORY WORKSHEET FOR NEW JERSEY LOCAL GOVERNMENT AGENCY

AGENCY INFO

LOCAL GOVERNMENT NAME: _____
 DEPARTMENT: _____ DIVISION: _____ OFFICE: _____
 CONTACT NAME: _____ TITLE: _____
 EMAIL: _____ PHONE: _____

RETENTION INFORMATION

STATE RECORDS COMMITTEE APPROVED RECORDS RETENTION SCHEDULE AND RECORDS SERIES
 SCHEDULE # (e.g. C100000-903): _____ SERIES # (e.g. 0001-0001): _____
 SCHEDULE NAME (e.g. County Clerk/Register of Deeds): _____ SERIES NAME (e.g. Accounting Journal - Ledger): _____
 RETENTION PERIOD: _____
 ARRANGEMENT: Alphabetical Numeric AlphaNumeric Chronological Other: _____
 DATE SPAN: _____ to _____ BULK DATES: _____ to _____
 LOCATION: Building: _____ Floor: _____ Room: _____
 Cabinet OR Drawer
 Shelf Box

RECORDS CREATION/USE/CONDITIONS/RESTRICTIONS

WHO IS/ARE THE CREATOR OF THESE RECORDS? _____
 WHO USES THESE RECORDS? _____
ARE THESE VITAL RECORDS? Yes No
 1. Records that contain information required by public agencies to continue functioning during a disaster or to reestablish operations after a calamity has ended;
 2. Records that must be protected from destruction because they offer direct evidence of legal status, ownership, accounts receivable, and the particulars of obligations incurred by governments; or
 3. Records that provide accountability and establish the policies that direct the operation of government.
(N.J.A.C. 15:3-1.2)
ARE THESE ARCHIVAL RECORDS? Yes No
 1. Records which have a permanent or enduring administrative, legal, fiscal, research or historical value, and in consequence thereof should be retained and preserved in perpetuity, and which are noncurrent and are not required to be retained in the office which they originated; or
 2. Records found by DARM to contain significant information about the government and history of this State that are therefore worthy of long-term preservation and systematic management for historical and other research.
(N.J.A.C. 15:3-1.2)
OFFICIAL COPY? Yes No
OTHER COPIES? Yes Held By: _____
 No _____
CONDITION? Excellent Good Fair Poor
REFERENCE FREQUENCY? Daily Weekly Monthly Seldom Further Explanation: _____
RESTRICTED OR CONFIDENTIAL (OPRA, HIPAA, Homeland Security, etc.): Yes Please Explain: _____
 No _____
STATUTORY AND/OR REGULATORY CITATION: Yes Please Explain: _____
 No _____

RECORD TYPE OR MEDIA

Paper

- Letter Size
- Legal Size
- Bound Volumes
- Cards _____ x _____
- Computer Printout
- Maps/Drawings/Plans
- Other (specify) and/or General Notes:

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▼
Total Quantity

.....
(Cubic Feet)

▼
Annual Accrual

.....
(Cubic Feet)

AudioVisual

- Audio Tape
- Videotape
- Motion Pictures
- Photo Prints
- Film Negatives
- Photo-color Slides
- Other (specify) and/or General Notes:

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▼
Total Quantity

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(Number of Items)

▼
Annual Accrual

.....
(Number of Items)

Microform

- 16mm Roll Film
- 35mm Roll Film
- Jacketed Microfilm
- Microfiche
- Aperture Cards
- Other (specify) and/or General Notes:

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▼
Total Quantity

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(Rolls) *(Items)*

▼
Annual Accrual

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(Rolls) *(Items)*

Electronic Records

- Hard Disk
- Tape
- Diskette (Floppy)
- Optical Disk
- CD
- DVD
- Other (specify) and/or General Notes:

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▼
Total Quantity

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(Bytes) *(Items)*

▼
Annual Accrual

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(Bytes) *(Items)*