

**OFFICE OF THE SECRETARY OF DEFENSE (OSD)  
RECORDS INVENTORY TO ESTABLISH NEW RECORDS SERIES**

<b>1. COMPONENT RECORDS MANAGEMENT OFFICER (CRMO)</b>		<b>2. DIRECTORATE/DIVISION/OFFICE SYMBOL</b>		<b>3. DATE OF INVENTORY (YYYYMMDD)</b>	
<b>4. POINT OF CONTACT</b> <i>(If different from CRMO)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>		b. TELEPHONE NO.		c. E-MAIL ADDRESS	
<b>5. LOCATION(S) OF RECORDS</b>			<b>6. PROPOSED SERIES TITLE</b>		
<b>7. PROPOSED DESCRIPTION OF RECORDS</b>					
<b>8. PROPOSED RETENTION OF RECORDS</b> <i>(X one)</i>					
		Permanent		Temporary	
a. CUTOFF <input type="checkbox"/> Annually <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Event: <i>(Specify, e.g., end of project, disbandment of Committee, etc.)</i>					
b. DISPOSITION <input type="checkbox"/> Destroy <i>(If temporary)</i> <input type="checkbox"/> Transfer to NARA <i>(If permanent)</i>					
c. TIME AFTER CUTOFF THE RECORD SHOULD BE KEPT _____ Days _____ Months _____ Years					
<b>9. START DATE THROUGH END DATE OF RECORDS WITHIN SERIES</b> <i>(i.e., 2001 - 2010 or 2001 - Ongoing)</i>					
<b>10. LOCATION(S) OF RECORDS</b> <i>(Include all locations - shared drives, safes, filing cabinets, etc.)</i>					
<b>11. FORMATS</b> <i>(X all that apply)</i>			<b>12. FILING ORDER</b> <i>(X all that apply)</i>		<b>13. VOLUME</b>
a. HARDCOPY	b. DIGITAL MEDIA	c. DIGITAL FORMATS	<input type="checkbox"/> Chronological	<input type="checkbox"/> Subject <i>(IED Effectiveness)</i>	a. HARDCOPY RECORDS _____ Cubic Feet
<input type="checkbox"/> Letter	<input type="checkbox"/> Video	<input type="checkbox"/> PDF	<input type="checkbox"/> Alphabetical <i>(Trends)</i>	<input type="checkbox"/> Numerical	b. DIGITAL STORAGE
<input type="checkbox"/> Legal	<input type="checkbox"/> CD/DVD	<input type="checkbox"/> GIFF/TIFF/JPEG	<input type="checkbox"/> Alphanumeric	<input type="checkbox"/> Geographic <i>(Assessments)</i>	_____ GB per year
<input type="checkbox"/> Printout	<input type="checkbox"/> Share Network Drive	<input type="checkbox"/> Audio/MP3/MPEG	<input type="checkbox"/> Other <i>(Specify)</i>	<input type="checkbox"/> Other <i>(Specify)</i>	_____ TB per year
<input type="checkbox"/> Drawing/plan	<input type="checkbox"/> Removable Hard Drive	<input type="checkbox"/> Word/Excel/PPT/RTF			_____ PB per year
<input type="checkbox"/> Ledger	<input type="checkbox"/> Other <i>(Specify)</i>	<input type="checkbox"/> HTML/XML/ASCII			
<input type="checkbox"/> Cardfile		<input type="checkbox"/> Other <i>(Specify)</i>			
<input type="checkbox"/> Photos					
<b>14. WHERE ARE ELECTRONIC FORMATS STORED?</b>					
<b>15. RATE OF ACCUMULATION</b>		<b>16. REFERENCE RATE</b> <i>(Number of times)</i>			<b>17. PROPOSED RETENTION</b>
a. Cubic feet per year		a. 1st year per:	b. 2nd year per:	c. 3rd year per:	a. YEARS/OFFICE
		Week	Week	Week	
		Month	Month	Month	b. YEARS/OFFICE
b. KB or MB per year		Year	Year	Year	
<b>18. CLASSIFICATION</b> <i>(X one)</i>		<b>19. CONTAINS PII?</b>		<b>20. ARE THERE ANY OTHER ACCESS RESTRICTIONS FOR THESE RECORDS?</b>	
<input type="checkbox"/> C <input type="checkbox"/> TS		<input type="checkbox"/> Yes			
<input type="checkbox"/> S <input type="checkbox"/> TS/SCI		<input type="checkbox"/> No			
				<b>21. VITAL RECORDS?</b>	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	