

INVENTORY WORKSHEET

Field Rep: Application No.:

Date: 9/5/97 Item Number:

Record Series Title:	Agency: Southern Illinois University Carbondale
Dates:	Division:
Volume:	Subdivision:
Annual Accumulation:	Office Location:
Arrangement:	Representative (Name, Title, Phone):
Number & Size of Files/Documents:	Records Officer (Name & Phone):

Description (Reason for creation, use, form numbers, duplication, audit):

Recommendation:

