

Records Inventory Worksheet

Department: **IMT**

Date Completed: **December 20, 2011**

Time Period Covered: **January 2007 to December 2011**

Completed by: **E. Norwich**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Staffing schedules	8 week schedules for staff	Manager's office	Paper	7 years	Final and Signed	Manager
Equipment /Software Contracts	Documentation regarding equipment service agreements, software licences and maintenance agreements.	On Line – Network Folders	Electronic	5 years	Complete	Manager