

Administrative Area	Division
Department	Office
Records Officer	Phone
Inventory Completed By	Inventory Date

**For the Description Field* - Include any unique information about the records, such as originating office, format (electronic or paper), volume, inclusive dates, how the record is used – i.e. as reference only for a specific amount of time, working papers to compile reports, etc.

Accounting/Financial	Description
Audit Records	
Bookstore Requisitions	
Central Stores Orders	
Departmental Budget Ledgers	
Invoices	
Purchase Orders	
Small Order Forms	
Sundries	
Telephone Records	
Travel Authorizations/Expense Reports	

Administrative Records	Description
Accreditation Files	
Committees	
Correspondence (Executive, General, Email)	
Reports	
Subject Files	

Legal	Description
Compliance	
Contracts and Agreements	
Grants	
Grievances	
Licensing	

Personnel – Staff, Student, and Faculty	Description
PAFs	
Payroll	
Resumes/Search Files/Applications	
Evaluations, RPT	

Publications	Description
Non-UC and UC produced	
Newsletters	
Equipment Manuals	
Photographs	
Web Page	

Student Records	Description
Class Lists	
Grades	
Transcripts	
Grade Change Forms	
Student Loans/Scholarships/Financial Aid Awards	

The above are suggested Records Series Titles. Your area may have additional titles that do not appear on the above listing. Please add additional listings in the spaces provided below and/or on a separate page.

Record Series Title	Description of Records