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| LVAlogo_B&W  Records Analysis Services  800 E. Broad St., Richmond VA 23219  (804) 692-3600 | **Records Locator Inventory**  (RM-20 Form October 2011) |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Agency / Locality** | | **2. Division / Section** | | | | | |
| **Schedule and Series Number** | **Records Series Title or Type** | | **Location** | **Date Range** | **Format**  (paper, film, electronic) | **Approx. Volume** | **Record, Non-Record, or Reference** |
|  |  | |  |  |  |  |  |
| **3. Inventoried By:** | | | **4. Telephone Number and Extension** | | **5. Inventory Date** | | **Page \_\_\_ of \_\_\_** |