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| LVAlogo_B&WRecords Analysis Services800 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 \_\_\_** |