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| LVAlogo_B&WRecords Analysis Section800 E. Broad St., Richmond VA 23219(804) 692-3600 | **Records Survey**(RM-19 Form September 2013) |

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| --- | --- | --- |
| **1. Agency** | **2. Division / Department** | **3. Section / Sub-Unit** |
| **4. Contact Person** | **5. Telephone Number and Extension** | **6. E-mail Address** |
| **7. Records Series Title** |
| **8a. Schedule Status**[ ]  Update to Schedule No:      [ ]  New Schedule | **8b. Series Status**[ ]  Update to Series No:      [ ]  New Series |
| **9. Date Range of Records** | **10. Series still in use?**

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

 |
| **11. Description** Describe purpose or function of series. Include possible document types and any other pertinent information concerning this series.      |
| **12. File Arrangement** Check all that apply and clarify.

|  |  |
| --- | --- |
| [ ]  Alphabetical by |       |
| [ ]  Numerical by |       |
| [ ]  Chronological by |       |
| [ ]  None, explain: |       |

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| **13. Records Cutoff** Select option from dropdown box or explain alternate cutoff.

|  |  |
| --- | --- |
| [ ]  Explain if other: |       |

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| **14. Frequency of Use** Select option from dropdown box. |
| **15. Are these Essential Records?** Essential records are those deemed immediately necessary to begin recovery of business after a disaster.

|  |  |
| --- | --- |
| [ ]  No |  |
| [ ]  Yes, explain: |       |

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| **16.** **Records Medium** Check all that apply. Provide additional details such as unusual paper size, software/hardware specifications, special equipment needed, etc.

|  |  |  |
| --- | --- | --- |
| [ ]  Paper | Additional Details: |       |
| [ ]  Microform |  |  |
| [ ]  Audiovisual |  |  |
| [ ]  Electronic |  |  |

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| **17. ANNUAL Accumulation of Records in ALL Locations** Fill in all that apply.

|  |  |
| --- | --- |
| [ ]  Cubic Feet 12”x15”x10” = 1 c.f. |       |
| [ ]  Bytes (KB, MB, GB, TB) |       |
| [ ]  Other, explain: |       |

 |
| **18. TOTAL Accumulation of Records in ALL Locations** Fill in all that apply.

|  |  |
| --- | --- |
| [ ]  Cubic Feet |       |
| [ ]  Bytes |       |
| [ ]  Other, explain: |       |
| Location(s) of Records |       |

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| **19. Cite any authority governing creation, management, retention, and/or disposition of series.** Include a copy of any pertinent agency, state, or federal law, regulation, or policy.      |
| **20. Access to Records**

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| [ ]  No restrictions |
| [ ] Protected under the Government Data Collection and Dissemination Practices Act (*Code of Virginia* §2.2-3800 et seq.) |
| [ ]  Exempt from public disclosure under the Freedom of Information Act (*Code of Virginia* §2.2-3700 et seq*.*) Specific provision:       |
| [ ]  Other legal restrictions. Include a copy of the pertinent Code or Act to substantiate restrictions. Explain:       |

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| **21. Recommended Retention and Disposition** a. Total length of retention: [ ]  Permanent **OR** [ ]         after  b. Disposition method of non-permanent records:   c. Do you plan to digitize or microfilm this series? [ ]  No [ ]  Yes, we plan to:   d. Where do you store these records?  |
| **22. Explanation of Requested Retention and Disposition** |
| **23. Survey Completed By**  | **24. Date of Survey**  |