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| LVAlogo_B&W  Records Analysis Section  800 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: |  | | | | | |
| **13. Records Cutoff** Select option from dropdown box or explain alternate cutoff.   |  |  | | --- | --- | | Explain if other: |  | | | | | |
| **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: |  | | | | | |
| **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 |  |  | | | | | |
| **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 |  | | | | | |
| **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**   |  | | --- | | 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: | | | | | |
| **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** | |