RECORD MANAGEMENT INVENTORY FORM

EXAMPLE 1

Completed by: A. McKeage                    Date: June 26, 1997

Department/Program/Service: Health Sciences Library

Site: McMaster Site                      Room: HSC 1B17

Phone: 525-9140                      Extension: x22928

Record Type: Administrative
Record Category: Financial
Record Title: Accounts Recievable
Quantity:  3 boxes                   Date Range: 1992-
Confidential?(Y/N): Y                Media Type: Paper
Condition of Records:  Excellent
Disposition: Keep 7 years, Destroy/Shred/Recycle Disposition Date: Annually in March
Storage Location: HSC 1B14

Record Type: Operative
Record Category: Projects
Record Title: MORRIS-Online Catalogue
Quantity:  2 boxes                   Date Range: 1987-1990
Confidential?(Y/N): N                Media Type: Paper
Condition of Records:  Excellent
Disposition: Archives Disposition Date: Jan. 1991
(needs extensive weeding before archiving)
Storage Location: HSC 1B14

Record Type: Operative
Record Category: Minutes
Record Title: Management Committee Meetings
Quantity:  3 boxes                   Date Range: 1995-
Confidential?(Y/N): Y                Media Type: Paper
Condition of Records:  Excellent
Disposition: Keep 3 years then send to Archives Disposition Date: Annually in March
Storage Location: HSC 1B14

Record Type: Operative
Record Category: Financial
Record Title: Contracts with Bookjobbers
Quantity: 1 box                      Date Range: 1990-1996
Confidential?(Y/N): Y                Media Type: Paper
Condition of Records:  Excellent
Disposition: Keep 1 year after expiry then Destroy/Shred/Recycle
Disposition Date: Apr. 1997
Storage Location: HSC 2B10
EXAMPLE 2

Completed by: C. Jennett                  Date: June 26, 1997
Department/Program/Service: Pediatrics
Site: Chedoke Site                        Room: Wilcox 2
Phone:                                Extension:

Record Type: Operative
Record Category: Minutes
Record Title: Department Management Committee
Quantity: 1 box                  Date Range: 1994-
Confidential? (Y/N): N               Media Type: Paper
Condition of Records: Excellent
Disposition: Keep 2 years then transfer to Archives     Disposition
Date: August
Storage Location: HSC 1B14

EXAMPLE 3

Completed by: H. Smith                     Date: June 26, 1997
Department/Program/Service: Human Resources
Site: McMaster Site                        Room: HSC 2J
Phone:                                Extention:

Record Type: Operative
Record Category: Personnel Records
Record Title: Personnel Records of Terminated Employees
Quantity: 2 boxes                  Date Range: 1996
Confidential: Y
Disposition Date: Annually in July
Storage Location: HSC 2J5
Record Type: Administrative  
Record Category: Personnel Records  
Record Title: CV's of President and Vice President  
Quantity: 2 files  
Date Range: Current  
Confidential: Y  
Disposition: Destory/Shred/Recycle  
Disposition Date: Keep file current  
Storage Location: HSC 2E

Record Type: Administrative  
Record Category: External Organizations  
Record Title: Correspondence with Rygiel House  
Quantity: 1 file  
Date Range: 1996-  
Confidential: Y  
Disposition: Keep 1 year, then review  
Disposition Date:  
Storage Location: HSC 2E

Record Type: Operative  
Record Category: Minutes  
Record Title: Task Force on ....  
Quantity: 3 files  
Date Range: 1997-  
Confidential: Y  
Disposition: Final report send as attachment to Board of Directors. Then, Destroy/Shred/Recycle  
Disposition Date: Keep 1 year after conclusion  
Storage Location: HSC 2E

Record Type: Operative  
Record Category: Minutes  
Record Title: Board of Directors and all attachments  
Quantity: 2 boxes  
Date Range: 1995-  
Confidential: Y  
Disposition: Keep 2 years in office then send to Archives Disposition Date: Biannually in July  
Storage Location: HSC 2E