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| **Records Inventory LIST**  Form RC-104 (Revised **07/2015**) |  | **STATE OF CONNECTICUT**  **Connecticut State Library**  **Office of the Public Records Administrator**  231 Capitol Avenue, Hartford, CT, 06106  <http://ctstatelibrary.org/publicrecords/> |

**INSTRUCTIONS:**

1. Use this form to conduct an inventory of records.
2. Use the “Remarks” column to note if any restrictions apply to records, e.g., confidentiality, audit requirements, archival or permanent status, critical operational records, or legal requirements.

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| **Agency:** | | | | **DIVISION / Unit:** | | **Date:** | |
| **Address:** | | | | **Person in charge of RECORDS:** | | **LOCATION:** | |
| **RecordS Series Title:** | | | | | **schedule nO.:** | **SERIES NUMBER:** | |
| **Location** | **Years** | **Range** | | **Volume** | **Remarks** | | |
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| **File**  **Arrangement** | **Alphabetical by:** | | | | **InventorIED by:** | | |
| **Numerical by:** | | | | **--Cubic foot measurements—** | | |
| **Chronological by:** | | | | Letter Size Drawer  legal size drawer  3” x 5” card file, single row 12”  4” x 6” card file, single row 12”  5” x 8” Card file, single row 12”  tab card drawer, single row 25”  record center carton (Box)  shelving, 4ft. letter size  shelving, 4ft. legal size | | 1.5 CU.FT  2.0 CU.FT  0.1 CU.FT  0.2 CU.FT  0.3 CU.FT  0.3 CU.FT  1.0 CU.FT  2.3 CU.FT  3.0 CU.FT |
| **Series**  **Cutoff**  **Period** | **calendar year** | | **Fiscal year** | **continuous** |
| **Other (Specify):** | | | |
| **Type of Record** | **Paper (****Letter or** **legal size)** | | | |
| **Maps/drawings** | | **Electronic** | **Microform** |
| **Other (Specify):** | | | |

**Notes:**