



**Departmental Records Inventory Worksheet**  
**Records Management and Retention (RMR)**  
**FSA - RMR Office**

*Instructions:* This form can be used for conducting an inventory of departmental records. If you have any questions, please contact FSA - RMR Office (575) 646-8324 or visit <http://rmr.nmsu.edu>. Document mediums are: **P**aper, **E**lectronic, **V**ideo, **P**hoto, **M**icrofilm or **O**ther.

Department:							
Files (Type)	Location	Primary or Copy	Confidential (Y/N)	Medium	Record (Y/N)	FRRDS Record Classification Number and Title	Retention Requirement