

Division	Bureau Surveyed	Employee Surveyed	Telephone No.
Building/Room			Survey Date

Describe Department/Unit Major Activities/Functions

List major record category (created, received, and/or used). Use one sheet for each category.

Category Name	Description
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Check one or more record forms

- | | |
|---|---|
| <input type="checkbox"/> 8 1/2 x 11" paper (letter size) | <input type="checkbox"/> 11" x 15" computer printouts |
| <input type="checkbox"/> 8 1/2 x 14" paper (legal size) | <input type="checkbox"/> personal computer disk |
| <input type="checkbox"/> Bound books, catalogs | <input type="checkbox"/> Microfiche |
| <input type="checkbox"/> Cards <input type="checkbox"/> 3"x 5" <input type="checkbox"/> 4" x 6" | <input type="checkbox"/> Roll microfilm |
| <input type="checkbox"/> 11" x 8 1/2" computer printouts | <input type="checkbox"/> Other _____ |

How frequently are these records created?

- ☐ Daily ☐ Weekly ☐ Quarterly ☐ Unscheduled ☐ Other _____

How active are these records?

- ☐ **Active** (accessed frequently--weekly, or immediate access is required)
- ☐ **Semi-active** (accessed periodically--monthly or less often)
- ☐ **Inactive** (no need to retain in the active office area)

Who uses these records?

How long after creation (or other event) are the records needed on site (in the office) for business use?

Do you need the record after its office life?
☐ Yes ☐ No If Yes, how long?

Do you know of any legal/statutory requirement for retaining these records?

- ☐ Yes ☐ No If Yes, please explain.

How are the records currently organized?

- ☐ Alphabetic by _____ ☐ Other by _____
- ☐ Numeric by _____

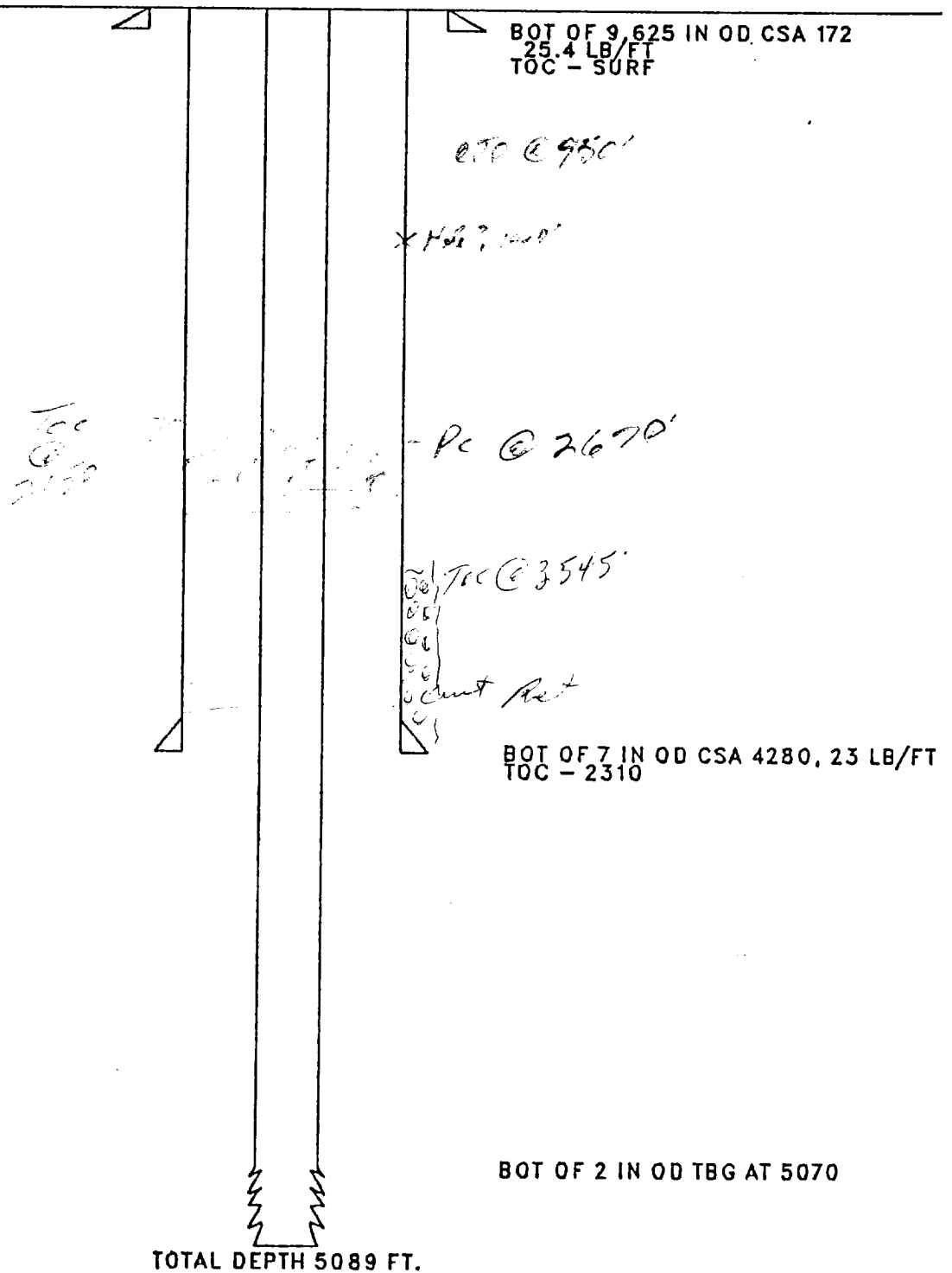
Is the number or name by which the records are organized already associated with the record at the time it is created or received?

- ☐ Yes ☐ No If Yes, please explain.

Estimate the volume (number of lineal file inches) accumulated each year.

(One standard vertical file drawer = 25 lineal file inches) _____ LFI

MUDGE LS 009 1602
Location - 3A-31N-11W
SINGLE MV
Orig. Completion - 11/53
Last File Update - 1/89 by DDM



PBTD UNKNOWN