**Inventory Survey Template**

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| **Survey Details** |
| **Location of Inventory** |  | **Date of Inventory** |  |
| **Function** |  | **Function Contact Details** |  |
| **Inventory Survey Contact** |  | **Inventory Survey Contact Details** |  |

| **Office location** | **Records Series Title** | Date Range | **Format and Volume** | **Storage Equipment** | **Status** **e.g. official record, duplicate, vital** | **Captured in System?****(Yes/No/Don’t know)** | **RDA & Action** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Finance* | *Invoices* | *1999/ 2000* | *paper; xx metres* | *open shelving* | *official record* | *Yes; Accounts Payable* | *RDA07/01 Destroy 2015* |
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