INVENTORY WORKSHEET

(see pages 2-3 of the [State’s Reference Manual](https://www.cyberdriveillinois.com/publications/pdf_publications/ard_pub5.pdf) for guidance)

 Field Rep: Application No.:

 Date: Item Number:

|  |  |
| --- | --- |
| Record Series Title:  | Agency:  |
|  | Northern Illinois University |
| Dates:  | Division:  |
|  |  |
| Volume:  | Subdivision:  |
|  |  |
| Annual Accumulation:  | Office Location:  |
|  |  |
| Arrangement:  | Representative (Name, Title, Phone):  |
|  |  |
| Number & Size of Files/Documents:  | Records Officer (Name & Phone):  |
|  | Sarah Garner, 815-753-5560 |

Description (Reason for creation, use, form numbers, duplication, audit):

RETENTION: