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: