

**OKLAHOMA DEPARTMENT OF LIBRARIES  
OFFICE OF ARCHIVES AND RECORDS  
RECORDS MANAGEMENT DIVISION**

**MACHINE-READABLE RECORDS INVENTORY REPORT, PART I**

1. Name and Phone Number of Person Preparing Inventory	2. Date Prepared
3. Name of Agency	4. Division or Section
5. Name of File	6. Type of File (Master File, Processing File, Other)
7. Essential Record? <input type="checkbox"/> Yes <input type="checkbox"/> No (67 O.S., §203 (e))	8. Confidential Record? <input type="checkbox"/> Yes <input type="checkbox"/> No
9. Is file Created from Source Documents? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Date Span
11. Format of Records <input type="checkbox"/> Magnetic Tape <input type="checkbox"/> Disk <input type="checkbox"/> Diskette Other (specify):	
12. Description of File Contents:	
13. The Names and Contents of any Reports Generated from the File. Indicate any Reports that are Issued as an Agency Publication.	

# MACHINE-READABLE RECORDS INVENTORY REPORT INSTRUCTION SHEET

## PART I

1. Self-Explanatory.
2. Date inventory was conducted.
3. Self-Explanatory.
4. Self-Explanatory.
5. Official Name of File.
6. Self-Explanatory.
7. Answer this question: In case of a disaster, is this file necessary to protect the rights of the state and/or its citizens or to re-establish the operation of your agency?
8. If yes, provide the appropriate legal citation.
9. Self-Explanatory.
10. If file is still being created list the ending date as "current".
11. Self-Explanatory.
12. Describe the contents of the file as thoroughly as possible. If all data in the file is entered from a single printed form, please include a blank copy of the form.
13. Self-Explanatory. For nonconfidential records, please include a sample page from each individual report.