

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

MACHINE-READABLE RECORDS INVENTORY REPORT, PART II

14. List the Offices Who Receive the Reports Listed in Section 13 and the Names of the Reports They Receive:

15. Are Back Up Copies of the File Maintained?

Yes No

16. Location of File

17. Location(s) of Back Up Copies

18. Records Custodian

19. Records Custodian's Telephone Number

20. Records Management Division Recommended Disposition:

MACHINE-READABLE RECORDS INVENTORY REPORT INSTRUCTION SHEET

PART II

14. Self-Explanatory.
15. Self-Explanatory.
16. Indicate the physical location of the file [e.g., Jim Thorpe Building, Room 448].
17. Indicate the physical location of the back up copies [e.g., Jim Thorpe Building, Room 448].
18. The name of the person who has physical custody of the file.
19. Phone number of the person listed in 17.
20. To be filled in by Records Management Division Analyst.