State of West Virginia Records Survey

1. County Office		2. Office Unit			
3. Office Sub-Unit	4. Name o	of Contact Person	n 5.	5. Telephone No. E-Mail:	
6. Records Series Title			7. Dat	e Range of Records	
8. Description (what is the purpose of this re	ecords seri	es?)			
9. File Arrangement ☐ Alphabetical by ☐ Numerical by ☐ Chronological by ☐ None ☐ Other		10. Records Format/Medium ☐ Paper (size) ☐ Microform (type) ☐ Machine readable (disk, tape, etc.) ☐ Other (specify)			
11. How often do you access /reference thes records? □ Daily □ Weekly □ Less often	e	12. Cut-off per ☐ Calenda ☐ Fiscal ye	ır year	r records □ Continuous (no break) □ Other (specify)	
13. Are the records (check all that apply) ☐ Originals ☐ Does your department originate these ☐ Yes ☐ No ☐ Duplicates If duplicated, where are other copies ☐ Record or master copy? ☐ Yes ☐ I	kept?	business)? □ Yes		ords (essential to conducting ☐ No	

15. ANNUAL Accumulation of the Records Letter/Legal-size drawers Letter/Legal-size boxes Other (specify)	16. TOTAL Accumulation of the Records (include all Storage locations) Letter/Legal-size drawers Letter/Legal-size boxes Other (specify) Location(s) of records
17. Cite any state or federal policy, regulation or law, or pertaining to the actions documented in this series. Plea	· •
18. Access to Records (attach copy of citation) □ No restrictions □ Protected under the federal or state Privacy Prote □ Exempt from public disclosure under the federal □ Other legal restrictions (specify)	
19. Your Recommended Retention and Disposition (co A. Total length of retention B. Retain on-site C. Retain off-site ☐ Office storage ☐ Records Storage ☐ Transfer to State Archiv D. Reformat after Reformat to ☐ microfilm ☐ optical of Retain reformatted material	days / months / years/ permanent days / months / years days / months / years es □ Other oths / years
20. Comments/reasons for recommendations listed in N recommending specific retention).	No. 19 (include any citations requiring or
21. Additional Comments (if needed)	
22. Survey Conducted By	23. Date of Survey