RECORDS MANAGEMENT INVENTORY LOG

DEPARTMENT:_____ RML/INVENTORY TAKER:_____ DATE:_____

TYPE OF RECORD	RECORD SERIES + REQUIRED RETENTION	LOCATION OF RECORD (SPECIFIC PLACE WHERE IT IS BEING STORED)

1. To Submit Form save this PDF on your Desktop
2. Follow this link to UPLOAD Form-http://www.cowtx.org/FormCenter/Records-Management-15/Records-Management-Form-63