Instructions for Completing an Inventory Worksheet

The Inventory Worksheet requires the following information:

Field Rep – Name of Unit field representative preparing/processing the worksheet.

Application Number – Assigned by the Unit. (Example: 18-80. The numbers before the dash represent the year in which the request was received; the numbers after the dash represent the next available sequential number within that year. Add-on Application Example: 15-55A. The original application number followed by a letter suffix for internal purposes.)

Date – When the worksheet was completed, not the date on the records.

Item Number – Necessary when completing more than one worksheet.

Record Series Title – The title group of related records used/filed/evaluated as a unit for disposition purposes.

Dates – The first date for a record in the series. NOTE: When a specific date cannot be determined, an estimated date should be given for those records that are no longer created or required.

Volume – The total number of cubic feet of the records series in existence at the time of the inventory.

Annual Accumulation – The volume of records accumulated to date in total for the record series and identifies the volume of records accumulated annually. When the records are on paper, the volume is in cubic feet; when the records are digital, the volume is in bytes of data.

Number & Size of Files/Documents; Index or Finding Aids – Use this space to indicate the types of documents in the file. Either the physical measurements of the documents (length and width) or a description of the documents (IBM cards, 16mm microfilm, ledger sheets with size, ledger/minutes/journal bound in books, etc.). Index or Finding Aids – Should be described briefly. Indicate the index media format, such as 3" x 5" index cards or microfilm.

Arrangement – Most records are arranged chronologically, alphabetically, numerically or by status (active/inactive/closed). Secondary or tertiary arrangements should be listed as follows: “chronological and alphabetical by license thereunder.”

Agency – The official designation of the State agency.

Division and Subdivision – The administrative subdivisions of the agency, when known, such as division, bureau, office or section.

Office Location – The location of the office of the person having responsibility for the records.

Representative – Provide the contact information for the person responsible for the record series (name/title/phone).

Note: Continued on other page

Records Officer – Provide the contact information for the agency's designated Records Officer (name/phone).

Description – The detailed and accurate description of each record series. The description should contain enough detail to allow the State Records Commission to effectively appraise the value of the records series proposed for disposal. Records officers should be able explain in detail the function of the record, and identify it so that there are no misunderstandings about the record's identity, use and information on the worksheet. The description is usually completed by the Unit field representative after the initial visit to the agency.

Retention – Dispositions should be specified in terms of years or months. When a specified retention depends upon the occurrence of an event or the completion of a transaction, the nature of the event or transaction should be indicated in the retention. It is at this point that the appraisal process begins. This process is a joint analysis of the records series by the agency personnel and the Unit field representative.

INVENTORY WORKSHEET

Field Rep: C. Mayfield | Application No.: TBD

Date: March 15, 2021 | Item Number: TBD

Record Series Title:	Agency:
Employment Eligibility Verification	Western Illinois University
Dates:	Division:
1988 -	VP of Administrative Services
Volume:	Subdivision:
1.5 Cubic Feet/ NA KB?MB?GB?TB?	Human Resources
Annual Accumulation:	Office Location:
Negligable	Sherman Hall, # 1 University Circle, Macomb, IL
Arrangement:	Representative (Name, Title, Phone):
Chronological by year, the Alphabetic by name	Tammy Irwin, Assist. Mgr, 309.298.1971
Number & Size of Files/Documents:	**Records Officer (Name & Phone):**
8.5" x 11" paper	Bruce Ackers, 309.298.2717

Description (Reason for creation, use, form numbers, duplication, audit):

This record series consists of documentation require by the Department of Homeland Security-United States Customs and Immigration Service (USCIS), that verifies the eligibility of non-citizen nationals, lawful permanent resident,, and aliens authorized to work in the United States. 8 CFR 274a stipulates the information and and documentation required to complete the form provided by USCIS, as well as the retention period with which the employer must comply.

Retention:

Retain for three (3) years from the date of hire or one year from the date of termination, whichever is longer: then destroy in a secure manner of delete from the system provided all audits have been completed if necessary, and no litigation is pending of anticipated. Retain electronic record in compliance with 44Ill. Admin Code 4400.80.