

**LIBRARY OF VIRGINIA**

Records Analysis Section  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

**RECORDS SURVEY**

(RM-19 Form August 2013)

<b>1. Agency</b> Library of Virginia	<b>2. Division / Department</b> Archives, Records, and Collection Services	<b>3. Section / Sub-Unit</b> Records Analysis Section
<b>4. Contact Person</b> Erec D. Pfizer	<b>5. Telephone Number and Extension</b> 804-555-1234 x34	<b>6. E-mail Address</b> erec.pfizer@lva.virginia.gov
<b>7. Records Series Title</b> Records Analysts' Work Papers		
<b>8a. Schedule Status</b> <input checked="" type="checkbox"/> Update to Schedule No: 202-027 <input type="checkbox"/> New Schedule		<b>8b. Series Status</b> <input checked="" type="checkbox"/> Update to Series No: 005423 <input type="checkbox"/> New Series
<b>9. Date Range of Records</b> 2004-present		<b>10. Series still in use?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>11. Description</b> Describe purpose or function of series. Include possible document types and any other pertinent information concerning this series. This series documents work completed by records analysts on general and agency specific records retention and disposition schedules as well as other assigned projects and innatives.  This series may include, but is not limited to: schedule drafts, correspondence with records officers on projects, and notes compiled during focus groups.		
<b>12. File Arrangement</b> Check all that apply and clarify. <input checked="" type="checkbox"/> Alphabetical by      by analyst's last name <input type="checkbox"/> Numerical by <input checked="" type="checkbox"/> Chronological by      year <input type="checkbox"/> None, explain:		
<b>13. Records Cutoff</b> Select option from dropdown box or explain alternate cutoff.  <b>Calendar Year</b> <input type="checkbox"/> Explain if other:		
<b>14. Frequency of Use</b> Select option from dropdown box.  Less than monthly		
<b>15. Are these Essential Records?</b> Essential records are those deemed immediately necessary to begin recovery of business after a disaster.  <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:		
<b>16. Records Medium</b> Check all that apply. Provide additional details such as unusual paper size, software/hardware specifications, special equipment needed, etc.  <input checked="" type="checkbox"/> Paper      Additional Details:    Most modern working papers are kept on a network drive. Records of past analysts are in paper. <input type="checkbox"/> Microform <input type="checkbox"/> Audiovisual <input checked="" type="checkbox"/> Electronic		

**17. ANNUAL Accumulation of Records in ALL Locations** Fill in all that apply.

- ☒ Cubic Feet  
12"x15"x10" = 1 c.f.      2 c.f.
- ☒ Bytes (KB, MB, GB, TB)  
450 MB
- ☐ Other, explain:

**18. TOTAL Accumulation of Records in ALL Locations** Fill in all that apply.

- ☒ Cubic Feet      10 c.f.
- ☒ Bytes      250 GB
- ☐ Other, explain:  
Location(s) of Records

**19. Cite any authority governing creation, management, retention, and/or disposition of series.** Include a copy of any pertinent agency, state, or federal law, regulation, or policy.

Code of Virginia, § 42.1-85 Records Management Program; agencies to cooperate; agencies to designate records officer