

RECORDS INVENTORY

2120

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PREPARING FOR THE INVENTORY

2120.1

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The task of taking an inventory will be easier if you plan for it. The plan should answer such questions as:

- Who will conduct the inventory?
- What training is necessary?
- When will the inventory start?
- In what sequence will office and storage areas be inventoried?
- How will inventory data be compiled and organized?
- When should it be completed?
- What information will be obtained concerning each group of records?

Before starting the inventory, the persons assigned to conduct it should know all the places where records are stored, including closets, safes, cabinets, storerooms and basements.

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