

GROUP EXERCISE



List below at least five types of records that are maintained in your office.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Group Exercise (Part 2)

Take a few moments to answer the below questions using your answers from the previous page?

⊛ Who Creates Records?

⊛ Where Are Records Created?

⊛ When Are Records Created?

⊛ How Are Records Created?

⊛ Why Are Records Created?

⊛ How Many Records Are Created?

⊛ Do the records have an approved retention schedule? _____