

Valdosta State University Archives
Campus Office/Department Records Survey

Office/Department Information

Office/Department Name	
Building and Room Number	
Phone Number	
Contact Person	

Container and Storage Information

Number of Filing Cabinet Drawers	
Number of Boxes	
Location of Storage Containers	

Record Type and Use

Type of Records (correspondence, memos, report, etc.)	Frequency of Use (never, weekly, monthly, annually)	Age of Records	Quantity of Records

Please list any additional information that you feel may be important. Please include photographs and other items you feel have historical significance. _____

Please contact Deborah Davis with questions concerning this survey or the archives program. (333-7150) dsdavis@valdosta.edu