Department of Agriculture Inventory Questionnaire

Please respond fully to each question.	How was this questionnaire		
Name:	completed? Please mark all that apply:		
Job Title:	Individually		
Program Area:	Group (List all participants)Feedback/Verification		
Supervisor:	Other		
Office Location:			

1. Which of the following items do you produce or work with. Each Item should only be captured in one section. For example, if property maps are included in your inspection reports, do not add a description in the Maps section for that same item. (Both physically & electronically)

Type of Item	Description	Age/Range	Storage Location
	Be specific on content (e.g. CAFO	e.g. 1974 –	e.g. 3 rd floor CAFO file cabinets &
	Inspection reports include: maps;	current	CAFO database.
	photographs; interview notes; lab		
	reports; etc.)		
Maps			
Memorandum			
Certification			
Reports			
Inspection			
Reports			
Other reports			
(please specify)			
Correspondence			
Emails			
Meeting minutes			
Photographs			
Journals/field			
notes			
Archival/historic			
records			
Other records			

Notes		
Equipment		
other		

2. In performing regular work duties, have you ever collected, possessed, or stored items including but not limited to rocks, leaves, soil, pottery, basketry, bones, arrowheads, art/craftwork, shells, beads, petrified wood, biological specimens or any other type of sample? If yes, where are these items now?

Description (include origin of the item)	Where is it stored	Approximate Date Acquired
Competent dacit from near Sumpter, OR (cylinder shape, 2 inches long, 3 feet wide)	3 rd floor NR program area	June 2001
	Competent dacit from near Sumpter, OR	Competent dacit from near Sumpter, OR 3 rd floor NR

3. Storage Areas: Please provide a list of storage locations in your area you are aware of.

Location Description	Description of content. If unknown, please state that in your description.
Example: Larkspur meeting room, 3 rd Floor ODA Building	Maps, photographs, publications, unknown