

Department of Agriculture Inventory Questionnaire

Please respond fully to each question.

Name: _____

Job Title: _____

Program Area: _____

Supervisor: _____

Office Location: _____

How was this questionnaire completed? Please mark all that apply:

- Individually
- Group (List all participants)
- Feedback/Verification
- Other

- 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)

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

