RECORDS SERIES DESCRIPTION
LSU University Archives

INSTRUCTIONS: Complete one form for each records series to be added, deleted, or changed.

Dept. or Unit Name _____

Signature of Person Completing Form _____

Phone # _____ Date _____

RECORDS SERIES TITLE

MEDIUM ___ Paper ___ Card ___ Bound Vol. ___ Microfilm ___ Microfiche
___ Other (describe)

INCLUSIVE DATES From _____ To _____
_____ Still being generated

List below the contents of the records series (file) and state whether each is an original copy, a photocopy, etc.

(Example: Correspondence Originals received from off campus)

Content:	Original? explain