

Youngstown State University
One University Plaza
Youngstown, Ohio 44555

Records Locator Inventory

1. Agency/ Locality		2. Division/ Section				
Retention Group Code	Records Series Title & Description	Location	Date Range	Format: paper electronic, film	Approx. Volume	Record, Non- Record
3. Inventoried By: Print and Sign _____		Telephone Number and Extension _____			Inventory Date _____	