
Missouri Secretary of State
Local Records Grant Program
Records to be Imaged

This form must accompany grant applications for scanning or microfilming. Provide one form for each records series.

Retention Schedule title/date and page/entry number of the record series below:

Office of Origin:

Records Series Title:

Inclusive dates:

Arrangement:

Information Content:

Format

Bound volumes

Loose leaf files

Continuous computer paper

Aperture Cards

Quantity

Number of volumes:

Estimate number of pages per volume:

Estimate number of loose leaf pages:

Size(s)

5 X 7

8 ½ X 11

8 ½ X 14

11 X 17

Other:

Pages per 35 mm frame:

1

2

Other:

Additional Information: