

Name: _____

Location: _____

Senior Project Leader: _____

Manager: _____

Director: _____

1. Are files neat, organized, and easily identified? _____ Yes _____ No

If "No," Comments: _____

2. Are all files (folders, notebooks, hanging drawings, etc.) properly coded?

_____ Yes _____ No

If "No," Comments: _____

3. Are categories, codes, and retention periods easily visible?

_____ Yes _____ No

4. What kinds of files were not properly coded and filed? (If applicable)

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5. Which files were compared to individual's records inventory:

Did the files agree with the inventory?

_____ Yes _____ No

6. Employee's Comments: _____

7. Supervisor's Comments: _____
