

## Module 1 Worksheet: Personal Military Record Inventory

Now that you've completed the first module, take some time to start filling out the inventory sheets. They are available for you in two formats an Excel spreadsheet and a form-fillable PDF. Note: You will use the columns across all three modules. We recommend using the Excel spreadsheet if you can, so you can sort the various columns after you fill them.

For this worksheet, think about everything you currently have related to your military career and experience.

### Column Descriptions

**Description of Item or Items:** Enter a brief description of the item or group of items. This could be a single item, like a set of BDUs, or a group of items, such as photos from a particular deployment. The important thing is that you describe it in a way you can remember. Try to be inclusive of everything that you have. You may add to this list as you move forward. Also, be sure to include both physical (analog) and digital materials in your inventory.

**Current Location:** Where is the item or items currently located? You could list a general location, such as the garage or something more specific. For digital materials, is it on your laptop? A cloud account? An external hard drive?

**Item Format:** What are the general formats for the items (e.g., 8x10 photographs, clothing, paper, etc.)

**Item Type:** Are the items analog (physical) or digital?

**Preserve:** Mark the items that you would like to include in your long-term preservation plan. You can mark this with an "X" or use Y or N.

Once you complete your inventory, review it to see if you are missing any records and consider who you might be able to get copies from.