FORM 68 PRINTED IN U.S.A. 10/76

Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
General Accounting GR	F. Kaelbe	9/21/82

TO:

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8073	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
4209	CM's and JV's FY '81			NOV	FEB

GRR000780

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	9/21/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE:
[illegible]	[illegible]	[illegible]

TO:

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8074	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	[illegible] Trial Balance FY 81 June FY 81 is Retained in the OFFICE			July 80	MAY 81

GRR000781

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	9/23/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
~~General Accounting~~	T Kostin	9/21/82

TO:

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8075	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
420AS	CA'S & JV'S FY '80 Book 2 of March April, May ~~Book 1 of June~~ + Book 1 & 2 of June ~~Book 3 of June is with the General Ledger for FY '80~~ June's Book 3 is with the General Ledger for FY '80			March	~~June~~ ~~May~~ June

GRR000782

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	9/23/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
General Accounting G/L	FKE	7/31/82

TO:

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8076	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	General Ledger Trial Balance + 3rd Book of June G/L JVs input FY 80 JUNE FY 80 IS RETAINED IN THE OFFICE			July 79	MAY

GRR000783

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	8-31-82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
General Accounting - CIR	F Kost	9/1/82

TO

DESTRUCTION DATE: ✓ PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8077	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
120A5	CHS'd JV's FY 79			July	Nov

GRR000784

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	9/23/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
General Ledger Ctr	F Kosta	7/21/82

TO:

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8078	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
420A5	Gl 1 JVS FY79			April	~~May~~ ~~MAY~~ JUNE
	~~JUNE 15 Returned to office~~				

GRR000785

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	5/23/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 69 PRINTED IN U.S.A. 10/76

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Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
General Accounting - CR	F Koster	9/21/82

TO:

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8079	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
12A5	CR JV'S FY 81			MARCH	~~JUNE~~ ~~MAY~~ JUNE
	~~JUNE IS RETAINED IN OFFICE~~				

GRR000786

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	9/23/82	/ /

FILE TRANSFER RECORD AND INVENTORY

THE GLIDDEN COMPANY

FORM 68 PRINTED IN U.S.A. 9/86

Originator: Top White — Wet and attach to outside narrow end of box
Bottom White — Wet and attach to inside box cover.
Pink — To Records Center inside box
Yellow — To Records Center inside box
Green — Retain for File

ORIGINATING DEPARTMENT	DIVISION	CHARGE TO						
		LOCATION	G.L.	ACCT CODE	SUB	COST CENTER	P.C.	OPT.
General Accounting	Glidden			7640				
PREPARED BY: Rebound by M. Johnson/D. Uhler	DATE: 9 / 21 / 82							
August 1988								

DESTRUCTION DATE (MONTH & YEAR): PERM

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8080	RECEIVED BY	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	General Ledger Trial Balance FY 78 June FY 78 is retained in the office.			July 77	May 78

GRR000787

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
T. C. Osborne	9 / 23 / 82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY:	DATE
		/ /

TO:

DESTRUCTION DATE

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8081	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	[illegible] FY 71 JUNE FY 74 is maintained in the OFFICE			[illegible]	MAY [illegible]

GRR000788

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	9/23/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/78

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
[illegible]	[illegible]	1/2/[illegible]

TO:

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8082	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
[illegible]	[illegible] FY 80			[illegible]	[illegible]
	DCC - [illegible] + [illegible]				

GRR000789

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	9/23/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
[illegible]	F. Koster	1/21/82

TO: [illegible]

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8083	RECEIVED BY	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
#4 ADHS	[illegible] and JHS FY 80			[illegible]	[illegible]

GRR000790

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	3/23/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
[illegible] Accounting	[illegible]	9 / 31 [illegible]

TO: Pass - Master

DESTRUCTION DATE: ✓ [illegible]

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8084	RECEIVED BY	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	[illegible]				
	September 1980				
	October 1980				
	November 1980				
	December 1980				

GRR000791

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	9 / 24 / 82	/ /

FILE TRANSFER RECORD AND INVENTORY

THE GLIDDEN COMPANY

FORM 68 PRINTED IN U.S.A. 9/86

Originator		
	Top White	Wet and attach to outside narrow end of box
	Bottom White	Wet and attach to inside box cover
	Pink	To Records Center inside box
	Yellow	To Records Center inside box
	Green	Retain for File

ORIGINATING DEPARTMENT	DIVISION	CHARGE TO					
		LOCATION	G.L	ACCT CODE	COST CENTER	P.C	OPT
General Accounting	Glidden			7640			
PREPARED BY: Reboxed by M. Johnson/D. Uhler	DATE: 9 / 13 / 82						

August 1988

DESTRUCTION DATE (MONTH & YEAR): PERM

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	8086	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	General Ledgers May 1980 June 1980 July 1980 August 1980				

GRR000792

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
M. Pavella	9 / 2 / 82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate Accounting	M. Lawton	9/13/82

TO: Ross - Montith

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: / /	8087	DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Division Detail Listing (General Ledger)				
	September 1979				
	October 1979				
	November 1979				
	December 1979				
	January 1980				
	February 1980				
	March 1980				
	April 1980				

GRR000793

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
M. Lawton	9/29/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
[illegible]	[illegible]	[illegible]

TO: [illegible]

DESTRUCTION DATE: ✓ [illegible]

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8096	RECEIVED BY	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	SEC SCHEDULES				
	MARCH 1980				
	DEC. 1979				
	SEPT 1979				
	JUNE 1979				
	MARCH 1979				
	[illegible]				
	[illegible]				
	1100-77-135				

GRR000794

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
John A Turbiville	10/5/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
C&R GEN. ACCTG	[illegible] TAX	10/ 5 /82

TO: [illegible]

DESTRUCTION DATE: Oct. 1997

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8099	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
1978	① INDIANA GROSS SALES TAX				
	② CLOSE PACKAGE				
	③ FEDERAL TAX [illegible]				
	CSR				
	ZICO				
	ATX-C				
	EDINBOROUGH				
	④ [illegible] FOR TAX PACKAGE				
	FEDERAL TAX SURVEY				
1979	① STATE TAX PACKAGE				
	② CLOSE PACKAGE				
	③ FEDERAL TAX [illegible]				
	ZICO				
	CSR				
	EDINBOROUGH				
	④ FEDERAL TAX SURVEY				
	⑤ [illegible] FOR TAX PACKAGE				

1980-77-131

GRR000795

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
John A Tarbox	10/5/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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Yellow: To Records Center inside box.
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
PROPERTY ACCT	D. DOLFI	11/11/82

TO: L. MAY ACCT.

DESTRUCTION DATE: ~~T2 - 7~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER ~~Hold per R Dolfi~~	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY	BIN NUMBER ~~12/17/87~~
DATE: / /	8140	DATE / /	8-1989

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Fixed Asset System Conversion Reports and FY 1980 Replacement Cost Reports				

GRR000796

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. K. Dolfi	11/11/82	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator:
Bottom Wh
Pink:
Yellow: To
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE:
C&R Division Credit	Marie James	12 / 7 / 82

TO: Executive Offices Records Center

DESTRUCTION DATE: 9/1/90

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8147	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
N/A	C&R Div. Credit Dept. Suspense Closeout Files	HA David Hackler	Lz Michael Lutz	7/79	6/80

1110-77-045

GRR000797

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	12 / 7 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE:
C&R Division Credit	Marie James	12 / 7 / 82

TO: Executive Offices Records Center

DESTRUCTION DATE: 9/1/90

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8148	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
N/A	C&R Div. Credit Dept. Suspense Closeout Files	RA R & W Sheet Metal, Inc.	SR Spratlin-Dugin, Inc.	7/79	6/80

GRR000798

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	12 / 7 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE:
C&R Division Credit	Marie James	12 / 7 / 82

TO:

DESTRUCTION DATE: 9/1/90

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8149	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
N/A	C&R Div. Credit Dept. Suspense Closeout Files	AA AAA Collings	CR Larry Cruiser	7/79	6/80

GRR000799

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	12 / 7 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator		
	Top White	Wet and attach to outside narrow end of box.
	Bottom White	Wet and attach to inside box cover
	Pink	To Records Center inside box.
	Yellow	To Records Center inside box.
	Green.	Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
C&R Division Credit	Marie James	12 / 7 / 82

TO

Executive Offices Records Center

DESTRUCTION DATE

9/1/90

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	8150	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
N/A	C&R Div. Credit Dept. Suspense Closeout Files	MC James McAnally	Q Quality Refinishing, Inc.	7/79	6/80

GRR000800

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	12 / 7 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
C&R Division Credit	Marie James	12 / 7 / 82

TO: Executive Offices Records Center

DESTRUCTION DATE: 9/1/90

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8151	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
N/A	C&R Div. Credit Dept. Suspense Closeout Files	SS Roger Stanhope	XYZ Robert Zuckerman	7/80	6/80

GRR000801

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	12 / 7 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
C&R Division Credit	Marie James	12 / 7 / 82

TO:

DESTRUCTION DATE: ✓ 9/1/90

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8152	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
N/A	C&R Div. Credit Dept. Suspense Closeout Files	CS Ricardo Cuadros	GZ Mike Gurnett	7/79	6/80

GRR000802

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	12 / 7 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckling	12/20/82

DESTRUCTION DATE 12-1988 ~~12/20/87~~

23

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER	RECEIVED BY	BIN NUMBER Per M Vites
DATE: / /	8156	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	A/P vouchers & invoices	Web		July	Dec 1981
	1980 Tracto Commissions		3y.		
	Working Fund Journals Jan - June 1981				

9/30/77 - 9/46

GRR000803

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White. Wet and attach to outside narrow end of box
Bottom White. Wet and attach to inside box cover
Pink. To Records Center inside box.
Yellow. To Records Center inside box.
Green. Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckling	12/20/82

TO

DESTRUCTION DATE: 12-1988 ~~12/20/87~~

18

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M. Vitas	
RECEIVED BY:	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	5157	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	a/P vouchers & invoices	Per Reilly		July	Dec 1981

GRR000804

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/78

Originator: Top White: Wet and attach to outside narrow end of box
Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box
Yellow: To Records Center inside box.
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckling	12/20/82

TO

12-1988

DESTRUCTION DATE ~~12/20/87~~

22

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Per M Vitas	
RECEIVED BY	BOX NUMBER 8158	RECEIVED BY	BIN NUMBER
DATE / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	a/p vouchers & invoices	Twen	Weld.	July	Dec 1981

GRR000805

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White. Wet and attach to outside narrow end of box. Bottom White. Wet and attach to inside box cover. Pink. To Records Center inside box. Yellow. To Records Center inside box. Green. Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckley	12/20/12

TO:

DESTRUCTION DATE: 12-1988

21

~~12/30/77~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8159	RECEIVED BY	BIN NUMBER: Per M Vitas
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	A/P vouchers & invoices	Sep	June	July	Dec 1981

GRR000806

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White — Wet and attach to outside narrow end of box; Bottom White — Wet and attach to inside box cover; Pink — To Records Center inside box; Yellow — To Records Center inside box; Green — Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Rickling	12/20/

TO

DESTRUCTION DATE: 12-1988 ~~12/20/87~~

17

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M Vitas	
RECEIVED BY:	BOX NUMBER: 8160	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	A/P vouchers & invoices	North Amer. Car	Penny	July	Dec 1981

GRR000807

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box
Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box
Yellow: To Records Center inside box
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M Kecklung	12/20/82

TO:

16

DESTRUCTION DATE 12-1988 ~~12/20/87~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M Vitas	
RECEIVED BY:	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	8161	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	a/p vouchers + invoices	metal	Norwell	July	Dec

GRR000808

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box. Bottom White: Wet and attach to inside box cover. Pink: To Records Center inside box. Yellow: To Records Center inside box. Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
AC w Payable	M. Rackling	12/20/82

TO:

20

DESTRUCTION DATE: 12-1988 ~~12/2087~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M Vitas	
RECEIVED BY:	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	8162	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	A/P vouchers & invoices	Sii Suncoast		July	Dec 1981

GRR000809

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White — Wet and attach to outside narrow end of box; Bottom White — Wet and attach to inside box cover; Pink — To Records Center inside box; Yellow — To Records Center inside box; Green — Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckling	12 20 82

TO:

DESTRUCTION DATE: 12-1988 ~~12/20/87~~

19

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M Vitas	
RECEIVED BY:	BOX NUMBER: 8163	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	A/P vouchers & invoices	Rel	Schw	July	Dec 1981

GRR000810

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White — Wet and attach to outside narrow end of box
Bottom White — Wet and attach to inside box cover
Pink — To Records Center inside box
Yellow — To Records Center inside box
Green — Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckling	12/20/80

TO

15

DESTRUCTION DATE: ~~12/20/87~~ 12-1988

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8164	RECEIVED BY	BIN NUMBER: Per M. Vitas
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	A/P vouchers + invoices	Ma	~~Metal~~ Mer	July	Dec 1981

GRR000811

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator		
	Top White	Wet and attach to outside narrow end of box
	Bottom White	Wet and attach to inside box cover
	Pink:	To Records Center inside box.
	Yellow.	To Records Center inside box.
	Green.	Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M Reckling	12/20/82

TO:

DESTRUCTION DATE 12-1988 ~~12/20/87~~

13

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M Vita	
RECEIVED BY:	BOX NUMBER 8165	RECEIVED BY	BIN NUMBER
DATE / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	A/P vouchers & invoices	Interk Printing	Klopf	July	Dec 1981

GRR000812

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator		
	Top White	Wet and attach to outside narrow end of box
	Bottom White	Wet and attach to inside box cover
	Pink	To Records Center inside box
	Yellow	To Records Center inside box
	Green	Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Rackley	12/20/87

TO:

14

DESTRUCTION DATE: ~~12/24/87~~ 12-1988

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER per M. Vitas
DATE: / /	8166	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	A/P vouchers + invoices	Knapke	Luth	July	Dec 1981

GRR000813

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckling	12/20/83

TO:

11

DESTRUCTION DATE 12-1985 ~~12/20/87~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M Vitas	
RECEIVED BY:	BOX NUMBER: 8168	RECEIVED BY	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	a/p vouchers + invoices	Blatt	Hurts	July	Dec 1981

GRR000815

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckling	12/20/82

TO:

10

DESTRUCTION DATE: ~~12/20/87~~ 12-1988

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8169	RECEIVED BY:	BIN NUMBER: per M. Vitro
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	a/p vouchers & invoices	Fed Exp	Bir	July	Dec 1981

GRR000816

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Rickling	12/20/82

9

DESTRUCTION DATE 12-1988 ~~12/20/87~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8170	RECEIVED BY:	BIN NUMBER per M Vitas
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	a/p vouchers & invoices	Dickey	Fed. Const	July	Dec 1981

GRR000817

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: - Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE
Accts Payable	M. Reckling	12/20/87

TO:

DESTRUCTION DATE: 12-19-88 12/20/87

12

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M. Vitas	
RECEIVED BY:	BOX NUMBER: 8167	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	a/p vouchers + invoices	Hoag International Food Serv.		July	Dec 1981

GRR000814

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box
Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M Reckling	12/20/82

TO:

DESTRUCTION DATE 12-1988

8

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M Vitas	
RECEIVED BY:	BOX NUMBER: 8171	RECEIVED BY	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	a/p vouchers & invoices	common	Dicky	July	Dec 1981

GRR000818

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M Rickling	12/20/87

TO

DESTRUCTION DATE 12-1988 ~~12/20/87~~

5

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER per M Vitas	
RECEIVED BY:	BOX NUMBER: 8172	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Vouchers + invoices	Amer Sign	Rect	July	Dec 1981

GRR000819

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	M. Reckling	12/20/82

	DESTRUCTION DATE
6	12-1988 12/30/87

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8173	RECEIVED BY:	BIN NUMBER: per M Vilas
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	A/P Vouchers + invoices	Gen	Carolina Welding	July	Dec 1981

GRR000820

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY	DATE
Accts Payable	Marlene Reckling	12/20/82

TO:

7

DESTRUCTION DATE: ~~12/20/87~~ 12-1988

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8174	RECEIVED BY:	BIN NUMBER: per m Vitas
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	A/P Vouchers & invoices	Carp	Commercial Testing	July	Dec 1981

GRR000821

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box
Yellow: To Records Center inside box
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	Madeline Reibling	12/20/82

TO

DESTRUCTION DATE: ~~12/20/87~~ 12-1988

4

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8177	RECEIVED BY:	BIN NUMBER: per m Vita
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Accts payable invoices and vouchers	a	Amer Society	July	Dec 1981

GRR000822

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Keep with file. Bottom White: Wet and attach to inside box cover. Pink: To Records Center inside box. Yellow: To Records Center inside box. Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Acct.	Gail Koepke	12 / 20 / 82

Ross Martin

Pension Cancelled Checks
June and July, 1982

DESTRUCTION DATE: 11/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8179	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Pension Cancelled Checks June and July 1982				

GRR000823

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Accounting	Gail Koepke	12 / 20 / 82

TO: Ross Martin

Pension Cancelled Checks
Oct and Nov. 1982

DESTRUCTION DATE: 11/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8180	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Society National Bank Pension Checks Oct. and Nov 1982				

GRR000824

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Accounting	Gail Koepke	12 / 20 / 82

TO: Ross Martin

	DESTRUCTION DATE
Society and Citibank Check Status Reconciliements 7/81 to 6/82	7/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8181	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Citibank and Society Check Status Reconciliements				

GRR000825

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Accr.	Gail Koepke	12 / 20 / 82

TO: Ross Martin

Ameritrust Cancelled checks Aug. 1982

DESTRUCTION DATE: ✓ 11/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8/82	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Ameritrust Cancelled Payroll Checks Aug. 1982				

GRR000826

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate Gen. Acct.	Gail Koepke	12 / 20 / 82

TO: Rose Martin

Ameritrust Check Status Reconcilements

6/81 to 6/82

DESTRUCTION DATE: 7/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8183	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Ameritrust Check Status Reconcilements				

GRR000827

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Accounting	Gail Koepke	12 / 21 / 82

TO: Ross Martin

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8184	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Fiscal 1972 Year End Close Package G/D Division				
	Fiscal 1973 " " " " " "				
	Fiscal 1974,1975,1976				
	Gates Engineering				
	Accounts Payable Conversion				
	Depreciation Expense Reconciliation FY 1974				
	Logan Blvd. Write Off				
	Penn Central Bankruptcy Papers				
	1099 Papers Fiscal 1974				
	1972 Tax Reports- Property				
	Tank Car Credits Papers				

GRR000828

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 22 / 82	12 / 21 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Acct	Gail Koepke	12 / 20 / 882

TO: Ross Martin

Ameritrust Cancelled Payroll Checks
Sept., 1982

DESTRUCTION DATE: 11/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8185	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Ameritrust Cancelled Checks Sept., 1982				

GRR000829

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Accounting	Gail Koppke	12 / 20 / 82

TO: Ross Martin

Society National Pension Checks
August and Sept., 1982

DESTRUCTION DATE: 11/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8/86	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Society National Bank Pension Checks Aug. and Sept., 1982				

GRR000830

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate generalacc.t	Gail Koepke	12 / 20 / 82

TO: Ross Martin

	DESTRUCTION DATE
Society and Citibank Cancelled Checks March, 1982	4/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8187	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Society and Citibank Cancelled Checks March, 1982				

GRR000831

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box
Yellow: To Records Center inside box
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Acct.	Gail Koepke	12 / 20 / 82

TO: Ross Martin

	DESTRUCTION DATE
Society and Citibank Cancelled Che cks April, 1982	4/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8188	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Society and Citibank Cancelled Checks April. 1982				

GRR000832

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top: Wet and attach to outside narrow end of box. Bottom White: Wet and attach to inside box cover. Pink: To Records Center inside box. Yellow: To Records Center inside box. Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Acct.	Gail Koepke	12 / 20 / 82

TO: Ross Martin

Reconciliement Folders and Void Checks 7/82 to 6/82.

DESTRUCTION DATE: 11/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8189	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Reconciliement Folders and Void Checks 7/81 to 6/82				

GRR000833

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Accounting	Gail Koepke	12 / 20 / 82

TO: Ross Martin

Society and Citi Cancelled Checks
Feb., 1982

DESTRUCTION DATE: 3/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8190	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Society and Citibank Cancelled Checks Feb., 1982				

GRR000834

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator Top White: Wet and attach to outside narrow end of box
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Accounting	Gail Koepke	12 / 20 / 82

TO: Ross Martin

Ameritrust Cancelled Checks
October, 1982

DESTRUCTION DATE: 11/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8 | 9	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Ameritrust Cancelled Payroll Checks October, 1982				

GRR000835

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12 / 20 / 82	12 / 20 / 82

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Compensation & Benefits	Belinda Johnson	2 / 2 / 83

TO: Rose-Martin Co., 203 Bayne Dr. Cleveland 44131

DESTRUCTION DATE:

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8284	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	South American Billing			1/81	12/81
	Canadian Billing			1980	1981

9100-19-054

GRR000836

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	2/2/83	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Compensation & Benefits	Belinda Johnson	2 / 2 / 83

TO: Ross-Martin Co., 203 Bayes Drive, Cleveland 44131

DESTRUCTION DATE:

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8285	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Medical Deduction Registers			1/82	6/82
	South American Billing			1/79	12/79
	Prudential Insurance Billing			1/79	12/79

GRR000837

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	2/2/83	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Compensation & Benefits	Belinda Johnson	2 / 2 / 83

TO: Ross-Martin, 203 Hayes Dr. Cleveland 44131

DESTRUCTION DATE

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: / /	8286	DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Canadian Billing			1/79	12/79

GRR000838

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	/ /	/ /

FILE-TRANSFER-RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box
Yellow: To Records Center inside box
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Compensation & Benefits	Dorothy Ember	2 / 2 / 83

TO: Martin Co., 203 Hayes Dr., Cleveland 44131

DESTRUCTION DATE: PERM

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8287	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	RSIP Processing			1/81	5/81

1100-79-RD054

GRR000839

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible signature]	2/7/83	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT: Compensation & Benefits

PREPARED AND SENT BY: Dorothy Kubar

DATE: 2 / 2 / 83

TO: Ross-Martin Co., 203 Hayes Dr. Cleveland 44131

DESTRUCTION DATE:

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8288	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	RSIP Processing			11/81	12/81
	RSIP GA'S			1978	1981
	RSIP Keypunch Documents			1979	1981

GRR000840

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	2/2/83	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U.S.A. 10/76

Originals: Top, White: Wet and attach to outside narrow end of box
Bottom, White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Compensation & Benefits	Dorothy Kuhar	2 / 2 / 83

TO: Ross-Martin Co., 203 Hayes Dr., Cleveland 44131

DESTRUCTION DATE: PERM

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8289	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	RSIP Processing			6/81	10/81

GRR000841

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible signature]	2/2/83	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originals: Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Compensation & Benefits	Belinda Johnson	1 / 25 / 83

TO: [illegible] Martin Co., 203 Bayus Dr. Cleveland 44131

DESTRUCTION DATE:

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: / /	8290	DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LTD Reports (1977)			1/1/77	12/31/7
	Leased Deduction Registers (1981)			1/1/81	12/31/8

GRR000842

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE-TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Pink—To Records Center inside box.
Yellow—To Records Center inside box.
Green—Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Compensation & Benefits	Belinda Johnson	1 / 25 / 83

TO: Ross-Martin Co., 203 Bayes Dr., Cleveland 44131

DESTRUCTION DATE:

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: / /	8291	DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Prudential Reports - 1980			1/1/80	12/31/80

GRR000843

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
C&R Division Credit	Marie James	02 / 02 / 83

TO:

DESTRUCTION DATE: 2/2/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8292	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
n/a	C&R Div. Credit Dept. Suspense Closeout Files	W. T. Grant		1983	

1100-77-045

GRR000844

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law	Rita Oblock	2 / 1 / 83

Record Retention

DESTRUCTION DATE: 1/1/92

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8294	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Thermo-Structural Products (Jan Industries) Litigation				

1100-79-050

GRR000845

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. Z. Jambor	2 / 1 / 83	2 / 1 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE:
Law	Rita Oblock	2 / 1 / 83

Record Retention

DESTRUCTION DATE: 1/1/92

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8296	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Thermo-Structural Products (Jan Industries) Litigation 1 of 2 Cartons 1100-79-050				

GRR000846

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. Z. Jambor	2 / 1 / 83	2 / 1 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside flap on end of box
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	Marlene Rickling	3/10/

TO:

DESTRUCTION DATE 12-1988 ~~3/10/87~~

5

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Per M Vilas	
RECEIVED BY:	BOX NUMBER: 8354	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Sub Ledgers July, Aug 1981 Maintenance 5/26 thru 7/23/82				

GRR000847

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	Marlene Kickbury	3/10/

TO:

DESTRUCTION DATE 12-1988 3/10/87

4

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Per M. Vitas	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER
DATE: / /	8360	DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Sub Ledger Nov / Dec 1981				
	Trial Balance Jan / June 1981				

GRR000848

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

Originator: Top White: Wet and attach to outside of box
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
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Green: Retain for File.

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/78

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Foods Fayette	Sheila Clay	3/5/82

	DESTRUCTION DATE
Admin Cook Americo 8-80 1-81	3-89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8356	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Admin Cook Americo			8-80	1-81

GRR000849

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accts Payable	Sheila Terry	3/9/83

TO: Petty Cash Payment Requests 7-80 6-81

DESTRUCTION DATE: 3-89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8363	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Petty Cash			7-80	6-81

GRR000850

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White — Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Roots Payable	Sheila Fels	3/9/83

TO:

ATM Month end reports 9-81 12-81

DESTRUCTION DATE: ✓ 3-89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8366	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	ATM Month end reports			9-81	12-81

GRR000851

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
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Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Foods Flagship	Sheila Tally	3/8/85

TO: Thomas Cook Annuals Dec-81 June-81

DESTRUCTION DATE: 3-89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: / /	8370	DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Thomas Cook Annuals			Dec 81	June 81

GRR000852

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	/ /

LE-TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corp Acctg	M. Thornton	3/1/83

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8376	RECEIVED BY:	BIN NUMBER:
DATE: 1/17		DATE: 1/1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Balance Sheet & Income Statement				
	July 1977 - December 1978				
	January 1979 - December 1979				
	January 1980 - December 1980				
	Stock Prices & Cap Hist				
	Fiscal 74 - Fiscal 1978				
	Fiscal 1979 - Fiscal 1980				
	1973-1976				

GRR000853

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
M. Mullen	3/24/83	1

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate Acctg	M. Thornton	3/1/83

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8377	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Balance Sheet & Income Statement				
	June 1974 - December 1974				
	January 1975 - December 1975				
	January 1976 - December 1976				
	January 1977 - December 1977				
	January 1978 - June 1978				

GRR000854

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible signature]	3/24/83	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 5 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law	Carol McAlonis	3 / 24 / 83

TO: Records Retention

DESTRUCTION DATE: 3/1/95

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8378	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Leased Departments N - Z				

1100-79-050

GRR000855

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	3 / 25 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 6 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE
Law	Carol McAlonis	3 / 24 / 83

TO: Records Retention

DESTRUCTION DATE: 3/1/95

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8379	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Leased Departments A - M				

GRR000856

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	/ /	3/25/83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW DEPARTMENT	RITA OBLOCK	4 / 11 / 83

TO: RECORDS RETENTION

DESTRUCTION DATE: 5/1/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8384	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	PENN CENTRAL BANKRUPTCY KROLL v. SCM 1100-79-050				

GRR000857

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	4/11/83	4/11/83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	04 / 08 / 83

TO: Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8385	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LITIGATION: A - D				
	Arturo Abril v. Industrias Glidden Armored Car Antitrust Litigation				
	Donald Barnicki Beary Car Wash v. SCM Arthur Braithwaite v. Glidden Larry Branham Broussard v. Baudry, CNA, and SCM				
	Cardenas v. TCP, Glidden, et al Carton Companies Chesapeake Investors v. Bowman and SCM Flora Mae Colwes v. SCM Patty Crespo v. Woolco and Glidden				
	Mr. and Mrs. Henry Dejean Di Feo Painting Corp. v. Glidden Dunnagan v. Glidden John M. DuPont III v. Glidden				

GRR000858

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Rechin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	04 / 08 / 83

TO: Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8386	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LITIGATION: T - W				
	Mary Tannahill				
	Glidden v. Tasco Enterprises				
	Duane Taylor v. Skybolt, et al				
	Top Painting (Hudson Overlook)				
	Julia Toth v. Moreland, et al				
	United States v. Cathey				
	United States v. SCM				
	Van Duren v. Wheels, et al				
	Walls-N-All v. Glidden				
	Chris Whalen				
	Willis v. Clement, Cook, et al				
	Woods v. Hilton v. SCM				
	Wolf v. Rugg, SCM				
	World of Color v. Glidden				

GRR000859

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Rechin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW	RITA OBLOCK	2/3/83

TO: RECORD RETENTION

DESTRUCTION DATE: 2-1-93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 83387	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	PAY 'N PAK LITIGATION - Miscellaneous Correspondence & Invoices				

GRR000860

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	4/17/85	4/17/85

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box
Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box
Yellow: To Records Center inside box
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW	RITA OBLOCK	2 / 3 / 83

TO: RECORD RETENTION

DESTRUCTION DATE: 2-1-93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8388	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	ZIP FEED MILLS LITIGATION				

GRR000861

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible signature]	2/11/83	2/12/83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/78

Originator: Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW DEPARTMENT	RITA OBLOCK	4 / 11 / 83

TO: RECORDS RETENTION

DESTRUCTION DATE: 5/1/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8389	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	PENN CENTRAL BANKRUPTCY				

GRR000862

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	4 / 11 / 83	4 / 11 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/78

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE
Law Department	Rita Oblock	04 / 08 / 83

TO: Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8390	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION Raytheon Company v. SCM				

GRR000863

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Rechin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator Top White: Wet and attach to outside narrow end of box.
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	04 / 08 / 83

Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8392	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LITIGATION: E Evans et ux v. Glidden Everts v. TRW, et al				

GRR000864

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Rechin	04/ 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW	RITA OBLOCK	2 / 3 / 83

TO: RECORD RETENTION

DESTRUCTION DATE: 2-1-93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8393	RECEIVED BY:	BIN NUMBER:
DATE: 1 / 1		DATE: 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	ZIP FEED MILLS LITIGATION				

GRR000865

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	4/12/83	4/12/83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box. Bottom White: Wet and attach to inside box cover. Pink: To Records Center inside box. Yellow: To Records Center inside box. Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	04 / 08 / 83

TO: Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8394	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	CLOSED LITIGATION				
	Saran Industries v. Marathon Oil v. SCM				

GRR000866

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Bachin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW	RITA OBLOCK	2 / 3 / 83

TO: RECORD RETENTION

DESTRUCTION DATE: 2-1-93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8395	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	INSUL-AID - FTC INVESTIGATION				

GRR000867

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
K.P. Santa	4/11/83	4/13/83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	04 / 08 / 83

TO: Record Retention

DESTRUCTION DATE: ✓ 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8396	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LITIGATION: Ma - O Madison Decorating Co. Mann et ux v. SCM Roland Matranga v. Jotun Rev. Murray Mathis v. Glidden Mildew Litigation (Arvin, et al) Larry Wayne Miller Miscellaneous Litigation 1958-1981 Patricia Misco v. SCM P. Molnar v. Glidden Murphy v. Beff-Dee's and Glidden Marlene O'Brien v. Dotter, et al Chas. and Catherine Ott v. Glidden				

GRR000868

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Bechin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE
LAW DEPARTMENT	Carol McAlonis	4 / 7 / 83

SENT TO: RECORDS RETENTION

DESTRUCTION DATE: 01/2000

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8397	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	CLOSED BRANCHES (Domestic & Canadian) P - Z				

GRR000869

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	4 / 9 / 83	4 / 11 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/78

Originator: Top White: Wet and attach to outside narrow end of box
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	04 / 08 / 83

TO: Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8398	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LITIGATION: F - J				
	Fairfax Farmers Co-Op Elevator				
	Nancy Feldman				
	Gladys Figueroa				
	Flanigan v. Graco and Glidden				
	Garnet Valley School Auth. v. SCM				
	Doroteo Gutierrez				
	Richard Hall v. SCM				
	Haswell v. Glidden				
	James Holly v. SCM, et al				
	Indiana Mortgage & Realty v. SCM				
	Jefferson Home Constr. v. SCM				
	Mrs. Samantha Junod				

GRR000870

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Rechin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW	RITA OBLOCK	2/ 3 / 83

TO: RECORD RETENTION

DESTRUCTION DATE: 2-1-93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8401	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	INSUL-AID - FTC INVESTIGATION				

GRR000871

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible signature]	4/11/83	4/12/83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	04 / 08 / 83

TO: Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8402	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LITIGATION: P - S				
	Pittsburgh National Bank v. Glidden				
	Porter Bros. v. SCM				
	Queens Center Shopping Mall				
	Ridge Development v. Glidden				
	Riley Yacht v. Jotun				
	Rodriguez v. Rodriguez, et al				
	Rose Bros. Painting				
	Steven Rosenbaum v. Indiana Lighting				
	Rolland Royer				
	Schwab v. SCM, et al				
	Norma Jean Shanks v. Macco				
	Shamlee v. SCM-GICO				
	Smith s. Pako, et al				
	Roland Souza v. SCM				
	Springman v. Glidden				
	Standard Drywall Corp.				
	Mrs. Jewell Starr				
	State of Maryland v. J-BCPC				
	Tomas Suarez y Maria Luisa Calderon				
	Ted Sulem				

GRR000872

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Rechin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW DEPARTMENT	Carol McAlonis	4 / 7 / 83

TO: RECORDS RETENTION

DESTRUCTION DATE: 01/2000

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8403	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	CLOSED BRANCHES (Domestic & Canadian)				
	A - O				

GRR000873

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	4/8/83	4/11/83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY:	DATE:
LAW	RITA OBLOCK	2 / 3 / 83

TO: RECORD RETENTION

DESTRUCTION DATE: 2-1-93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8404	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	PAY 'N PAK LITIGATION - Miscellaneous Correspondence & Invoices				

GRR000874

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	4/14/83	4/14/83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY:	DATE
Law Department	Rita Oblock	04 / 08 / 83

TO: Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8405	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LITIGATION: K - Mc				
	Kramer v. NYC and Glidden				
	Jennie Kmiecik				
	G. A. Kulage Painting Co.				
	Lake Hickory Waterslide v. Glidden				
	Little Paint & Wallcovering				
	C. L. McCracken v. Milligan and Glidden				
	James McDonald v. Hexcel, et al				

GRR000875

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Rechin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	04 / 08 / 83

Record Retention

DESTRUCTION DATE: 04/01/93

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8406	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION Raytheon Company v. SCM Sun Garden Packing - class action				

GRR000876

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
C. L. Bechin	04 / 08 / 83	4 / 12 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: [illegible]
Bottom White: Wet and attach to inside box cover
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Accounting	Gail Koepke	4 / 7 / 83

TO: Ross Martin

DESTRUCTION DATE: 3/1/89

Ameritrust Cancelled Payroll Checks
Nov., 1982

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8408	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Ameritrust Cancelled Payroll Checks				

9030-77-066

GRR000877

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
GailKoepke	4 / 7 / 83	4 / 7 / 83

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

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Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY:	DATE
Ross Martin	Gail Koepke	4 / 7 / 83

TO: Ross Martin

Citibank and Society Cancelled Checks
June 1982

DESTRUCTION DATE: 3/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8409	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Citi and SNB Cancelled Checks June, 1982				

GRR000878

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	/ /	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box
Bottom White: Wet and attach to inside box cover.
Pink: To Records Center inside box.
Yellow: To Records Center inside box.
Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY:	DATE
Corporate General Acct.	Gail Koepke	4 / 7 / 83

TO: Ross Martin

Citibank and Society Cancelled Checks
May, 1982

DESTRUCTION DATE: 3/1/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 8410	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Citibank and Society Cancelled Checks May, 1982				

GRR000879

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	4/7/83	4/7/83