

|                                                               |                                            |                           |
|---------------------------------------------------------------|--------------------------------------------|---------------------------|
| ORIGINATING DEPARTMENT<br><b>Corporate General Accounting</b> | PREPARED AND SENT BY<br><b>Gail Koepke</b> | DATE<br><b>4 / 7 / 83</b> |
|---------------------------------------------------------------|--------------------------------------------|---------------------------|

TO:

**Boas Martin****Ameritrust Cancelled Payroll Checks  
Feb., 1983**

DESTRUCTION DATE

**3/1/83**

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER        |            |
|-------------------------------|---------------------------|-----------------------|------------|
| RECEIVED BY:                  | BOX NUMBER<br><b>8411</b> | RECEIVED BY:          | BIN NUMBER |
| DATE:<br><b>1 / 1</b>         |                           | DATE:<br><b>1 / 1</b> |            |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                   | CONTENTS           |    |       |    |
|----------------|----------------------------------------------------------|--------------------|----|-------|----|
|                |                                                          | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                                                          | FROM               | TO | FROM  | TO |
|                | <b>Ameritrust Cancelled Payroll Checks<br/>Feb. 1983</b> |                    |    |       |    |

**GRR000880**

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED  
**1 / 1**DATE SENT  
**1 / 1**

## SCM CORPORATION

ORIGINATING DEPARTMENT

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

4 / 7 / 82

# Ross Martin

**Ameritrust Cancelled Payroll Checks**

**December, 1982**

|                  |
|------------------|
| DESTRUCTION DATE |
|------------------|

**3/1/83**

## RECORDS PROCESSING DEPARTMENT

RECEIVED BY:

BOX NUMBER

8413

DATE: \_\_\_\_\_

11

RECORDS CENTER

RECEIVED BY

| BIN NUMBER | DATE       | TIME    | LOCATION | DESCRIPTION | REMARKS |
|------------|------------|---------|----------|-------------|---------|
| 1          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 2          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 3          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 4          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 5          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 6          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 7          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 8          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 9          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 10         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 11         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 12         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 13         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 14         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 15         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 16         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 17         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 18         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 19         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 20         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 21         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 22         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 23         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 24         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 25         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 26         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 27         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 28         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 29         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 30         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 31         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 32         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 33         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 34         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 35         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 36         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 37         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 38         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 39         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 40         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 41         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 42         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 43         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 44         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 45         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 46         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 47         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 48         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 49         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 50         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 51         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 52         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 53         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 54         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 55         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 56         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 57         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 58         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 59         | 10/10/2023 | 10:00</ |          |             |         |

DATE \_\_\_\_\_

---

## CONTENTS

FORM  
NUMBER

### DESCRIPTION OF RECORDS

**ALPHABETIC-NUMERIC**

## DATES

**FROM**

## TO

FROM

TO

**Ameriturst Cancelled Payroll Cheques  
December, 19882**

GRR000881

**DEPARTMENT MANAGER'S APPROVAL**

**DATE APPROVED**

|           |  |
|-----------|--|
| DATE SENT |  |
|-----------|--|

ROYAL  
Hail Koyhe

11718

471

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Green: Retain for File

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

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

TO

**Ross Martin**

**Ameritrust Cancelled Payroll Checks**  
**Jan. 1983**

DESTRUCTION DATE

**3/1/83**

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER |             |
|-------------------------------|-------------|----------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:   | BIN NUMBER: |
| DATE:                         | 8412        | DATE:          |             |
| 1 1                           |             | 1 1            |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                           | CONTENTS           |    |       |    |
|----------------|--------------------------------------------------|--------------------|----|-------|----|
|                |                                                  | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                                                  | FROM               | TO | FROM  | TO |
|                | Ameritrust Cancelled Payroll Checks<br>Hani 1983 |                    |    |       |    |

GRR000882

**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: 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

**PAYROLL DEPARTMENT**

PREPARED AND SENT BY:

**DIANE C. WEAVER**

DATE

**4 / 8 / 83**

TO:

**RECORD RETENTION**

DESTRUCTION DATE:

**4 / 1989**

**RECORDS PROCESSING DEPARTMENT**

RECEIVED BY:

BOX NUMBER

**8425**

DATE:

**1 / 1**

**RECORDS CENTER**

RECEIVED BY:

BIN NUMBER:

DATE:

**1 / 1**

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

**1981-1982 FEDERAL & FICA GA & BACKUP  
FOR HOURLY (PARENT & ALLIED)  
DEPOSITS**

**GRR000884**

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

**4 / 11 / 83**

**1 / 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:

**PAYROLL DEPARTMENT!**

PREPARED AND SENT BY:

**DIANE D. WEAVER**

DATE

**4 / 8 / 83**

TO:  
**RECORD RETENTION**

DESTRUCTION DATE:

**JANUARY 1988**

**RECORDS PROCESSING DEPARTMENT**

**RECORDS CENTER**

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

**8426**

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                           | CONTENTS           |    |       |    |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|-------|----|
|                |                                                                                                                                                                                                                                                                                                                                                  | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                                                                                                                                                                                                                                                                                                                                                  | FROM               | TO | FROM  | TO |
|                | <b>PAYROLL DEPOSIT SHEETS 1981</b><br><br><b>ALLIED QUARTERLY REPORTS</b><br><br><b>STATE REPORTS &amp; CONTINUATION CARDS 1981</b><br><br><b>1981 NEW YORK, NEW JERSEY, MASSACHUSETT<br/>STATE REPORTS</b><br><br><b>1981 QUARTERLY PAYROLL REPORTS HOURLY</b><br><br><b>1981 QUARTERLY NEGATIVE EARNINGS &amp;<br/>FICA OVER/UNDER REPORTS</b> |                    |    |       |    |

**GRR000885**

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

**4/11/83**

**1-1**

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 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:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

8433

Permanent

### CONTENTS

#### ALPHABETIC-NUMERIC

#### DATES

FROM

TO

FROM

TO

Corporate Reserve Ledgers  
Revised Division Reserve Ledgers  
  
October 1979  
November 1979  
December 1979

GRR000886

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

Richard V. Delli

4 / 22 / 83

1 / 1

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U. S. A. 10/78

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Yellow: To Records Center inside box.  
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|                                                      |                                                |                        |
|------------------------------------------------------|------------------------------------------------|------------------------|
| ORIGINATING DEPARTMENT<br><i>Property Accounting</i> | PREPARED AND SENT BY:<br><i>CH [illegible]</i> | DATE<br><i>4/22/83</i> |
|------------------------------------------------------|------------------------------------------------|------------------------|

|                               |                            |                |
|-------------------------------|----------------------------|----------------|
| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER |
| RECEIVED BY:                  | BOX NUMBER:<br><i>8434</i> | BIN NUMBER:    |
| DATE:<br><i>1/1</i>           | DATE:<br><i>1/1</i>        |                |

DESTRUCTION DATE  
*Permanent*

| FORM NUMBER | DESCRIPTION OF RECORDS                                                                                                         | CONTENTS                                                |    |       |    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----|-------|----|
|             |                                                                                                                                | ALPHABETIC-NUMERIC                                      |    | DATES |    |
|             |                                                                                                                                | FROM                                                    | TO | FROM  | TO |
|             | <i>Corporate Reserve Ledgers</i><br><i>Revised Division Reserve Ledgers</i><br><br><i>January 1980</i><br><i>February 1980</i> |                                                         |    |       |    |
|             | <i>Control Retirement Detail</i><br><i>Dorley Pickle Retirement Detail</i><br><i>St Louis Retirement Detail</i>                | <i>Sgt 1976</i><br><i>Dec 1976</i><br><i>March 1977</i> |    |       |    |

GRR000887

|                                                                |                                 |                         |
|----------------------------------------------------------------|---------------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL<br><i>Richard R. [illegible]</i> | DATE APPROVED<br><i>4/22/83</i> | DATE SENT<br><i>1/1</i> |
|----------------------------------------------------------------|---------------------------------|-------------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT: *Int. Affairs* PREPARED AND SENT BY: *John F. King* DATE: *3/10/81*

DESCRIPTION: *ATM Month end reports May - Aug 1981* DESTRUCTION DATE: *3 89*

| RECORDS PROCESSING DEPARTMENT |                         | RECORDS CENTER   |             |
|-------------------------------|-------------------------|------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: <i>8447</i> | RECEIVED BY:     | BIN NUMBER: |
| DATE: <i>1 1</i>              |                         | DATE: <i>1 1</i> |             |

| FORM NUMBER | DESCRIPTION OF RECORDS                                 | CONTENTS           |    |             |             |
|-------------|--------------------------------------------------------|--------------------|----|-------------|-------------|
|             |                                                        | ALPHABETIC-NUMERIC |    | DATES       |             |
|             |                                                        | FROM               | TO | FROM        | TO          |
|             | <i>ATM Month end reports</i><br><br><i>9030-77-066</i> |                    |    | <i>5-81</i> | <i>8-81</i> |
| GRR000888   |                                                        |                    |    |             |             |

|                                |                           |                       |
|--------------------------------|---------------------------|-----------------------|
| DEPARTMENT MANAGER'S APPROVAL: | DATE APPROVED: <i>1 1</i> | DATE SENT: <i>1 1</i> |
|--------------------------------|---------------------------|-----------------------|

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.

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

ORIGINATING DEPARTMENT

PREPARED AND SENT BY

|      |  |
|------|--|
| DATE |  |
|------|--|

DESTRUCTION DATE

**RECORDS CENTER**

RECEIVED BY:

**BOX NUMBER:**

RECEIVED BY:

| BIN NUMBER | DATE       | TIME  | LOCATION | DESCRIPTION | REMARKS       |
|------------|------------|-------|----------|-------------|---------------|
| 101        | 10/10/2023 | 10:00 | Room 101 | Check in    | Guest arrived |
| 102        | 10/10/2023 | 10:15 | Room 102 | Check in    | Guest arrived |
| 103        | 10/10/2023 | 10:30 | Room 103 | Check in    | Guest arrived |
| 104        | 10/10/2023 | 10:45 | Room 104 | Check in    | Guest arrived |
| 105        | 10/10/2023 | 11:00 | Room 105 | Check in    | Guest arrived |
| 106        | 10/10/2023 | 11:15 | Room 106 | Check in    | Guest arrived |
| 107        | 10/10/2023 | 11:30 | Room 107 | Check in    | Guest arrived |
| 108        | 10/10/2023 | 11:45 | Room 108 | Check in    | Guest arrived |
| 109        | 10/10/2023 | 12:00 | Room 109 | Check in    | Guest arrived |
| 110        | 10/10/2023 | 12:15 | Room 110 | Check in    | Guest arrived |
| 111        | 10/10/2023 | 12:30 | Room 111 | Check in    | Guest arrived |
| 112        | 10/10/2023 | 12:45 | Room 112 | Check in    | Guest arrived |
| 113        | 10/10/2023 | 13:00 | Room 113 | Check in    | Guest arrived |
| 114        | 10/10/2023 | 13:15 | Room 114 | Check in    | Guest arrived |
| 115        | 10/10/2023 | 13:30 | Room 115 | Check in    | Guest arrived |
| 116        | 10/10/2023 | 13:45 | Room 116 | Check in    | Guest arrived |
| 117        | 10/10/2023 | 14:00 | Room 117 | Check in    | Guest arrived |
| 118        | 10/10/2023 | 14:15 | Room 118 | Check in    | Guest arrived |
| 119        | 10/10/2023 | 14:30 | Room 119 | Check in    | Guest arrived |
| 120        | 10/10/2023 | 14:45 | Room 120 | Check in    | Guest arrived |
| 121        | 10/10/2023 | 15:00 | Room 121 | Check in    | Guest arrived |
| 122        | 10/10/2023 | 15:15 | Room 122 | Check in    | Guest arrived |
| 123        | 10/10/2023 | 15:30 | Room 123 | Check in    | Guest arrived |
| 124        | 10/10/2023 | 15:45 | Room 124 | Check in    | Guest arrived |
| 125        | 10/10/2023 | 16:00 | Room 125 | Check in    | Guest arrived |
| 126        | 10/10/2023 | 16:15 | Room 126 | Check in    | Guest arrived |
| 127        | 10/10/2023 | 16:30 | Room 127 | Check in    | Guest arrived |
| 128        | 10/10/2023 | 16:45 | Room 128 | Check in    | Guest arrived |
| 129        | 10/10/2023 | 17:00 | Room 129 | Check in    | Guest arrived |
| 130        | 10/10/2023 | 17:15 | Room 130 | Check in    | Guest arrived |
| 131        | 10/10/2023 | 17:30 | Room 131 | Check in    | Guest arrived |
| 132        | 10/10/2023 | 17:45 | Room 132 | Check in    | Guest arrived |
| 133        | 10/10/2023 | 18:00 | Room 133 | Check in    | Guest arrived |
| 134        | 10/10/2023 | 18:15 | Room 134 | Check in    | Guest arrived |
| 135        | 10/10/2023 | 18:30 | Room 135 | Check in    | Guest arrived |
| 136        | 10/10/2023 | 18:45 | Room 136 | Check in    | Guest arrived |
| 137        | 10/10/2023 | 19:00 | Room 137 | Check in    | Guest arrived |
| 138        | 10/10/2023 | 19:15 | Room 138 | Check in    | Guest arrived |
| 139        | 10/10/2023 | 19:30 | Room 139 | Check in    | Guest arrived |
| 140        | 10/10/2023 | 19:45 | Room 140 | Check in    | Guest arrived |
| 141        | 10/10/2023 | 20:00 | Room 141 | Check in    | Guest arrived |
| 142        | 10/10/2023 | 20:15 | Room 142 | Check in    | Guest arrived |
| 143        | 10/10/2023 | 20:30 | Room 143 | Check in    | Guest arrived |
| 144        | 10/10/2023 | 20:45 | Room 144 | Check in    | Guest arrived |
| 145        | 10/10/2023 | 21:00 | Room 145 | Check in    | Guest arrived |
| 146        | 10/10/2023 | 21:15 | Room 146 | Check in    | Guest arrived |
| 147        | 10/10/2023 | 21:30 | Room 147 | Check in    | Guest arrived |
| 148        | 10/10/2023 | 21:45 | Room 148 | Check in    | Guest arrived |
| 149        | 10/10/2023 | 22:00 | Room 149 | Check in    | Guest arrived |
| 150        | 10/10/2023 | 22:15 | Room 150 | Check in    | Guest arrived |
| 151        | 10/10/2023 | 22:30 | Room 151 | Check in    | Guest arrived |
| 152        | 10/10/2023 | 22:45 | Room 152 | Check in    | Guest arrived |
| 153        | 10/10/2023 | 23:00 | Room 153 | Check in    | Guest arrived |
| 154        | 10/10/2023 | 23:15 | Room 154 | Check in    | Guest arrived |
| 155        | 10/10/2023 | 23:30 | Room 155 | Check in    | Guest arrived |
| 156        | 10/10/2023 | 23:45 | Room 156 | Check in    | Guest arrived |
| 157        | 10/10/2023 | 00:00 | Room 157 | Check in    | Guest arrived |
| 158        | 10/10/2023 | 00:15 |          |             |               |

**DATE:**

DATE:

## CONTENTS

**ALPHABETIC-NUMERIC**

## DATES

**FROM**

**TO**

**FROM**

**TO**

**GRR000889**

**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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Green: Retain for File.

ORIGINATING DEPARTMENT

PREPARED AND SENT BY

DATE

*Property Acct  
outside Storage*

*D. Dolfi*

*5/20/83*

DESTRUCTION DATE

*✓ 8-89  
6-83*

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER

DATE:

DATE:

*8479*

FORM  
NUMBER

DESCRIPTION OF RECORDS

## CONTENTS

### ALPHABETIC-NUMERIC

### DATES

FROM

TO

FROM

TO

*Fixed Asset GA's  
in monthly folders  
Jan., 1980 - Dec., 1981*

GRR000890

DEPARTMENT MANAGER'S APPROVAL

*R. K. Dolfi*

DATE APPROVED

DATE SENT

*5/20/83*

*1 1*

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 58 PRINTED IN U.S.A. 10/78

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

ORIGINATING DEPARTMENT:  
**ACCOUNTS PAYABLE**

PREPARED AND SENT BY:  
**LILLIAN PETERSON**

DATE: **4 29 83**

DESTRUCTION DATE:  
**5/1/88**

## RECORDS PROCESSING DEPARTMENT

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

**8497**

## CONTENTS

### ALPHABETIC-NUMERIC

### DATES

FROM

TO

FROM

TO

## RETURNED FROM DISTRIBUTION LOGISTICS

- ✓ ALL FREIGHT
- ✓ ALLIED DELIVERY
- ✓ AMERICAN AIRLINES FRT.
- ✓ AMERICAN FREIGHT
- ✓ AMERICAN TRUCK ASSOC.
- ✓ ARKANSAS BEST FRT.
- ✓ ASSOCIATED TRUCK
- ✓ BOSS LINCO
- ✓ BRANCH MOTOR
- ✓ BROWN TRANSPORT
- ✓ C F AIR FRT.
- ✓ C. W. TRANSPORT
- ✓ CAROLINA FREIGHT
- ✓ CENTRAL FREIGHT
- ✓ CENTRAL STATES MOTOR
- ✓ CENTURY MERCURY MOTOR
- ✓ CENTRAL & SO. MOTOR
- ✓ CONSOLIDATED RAIL
- ✓ CONSOLIDATED FREIGHT
- ✓ CONRAIL
- ✓ D & R CARTAGE
- ✓ DART TRUCK
- ✓ DENVER SOUTHWEST EXPRESS
- ✓ DUFF TRUCK
- ✓ EASTERN CENTRAL
- ✓ EMERY AIR
- ✓ GENERAL HIGHWAY
- ✓ GORDON TRANSPORT
- ✓ GRAFF TRUCKING
- ✓ GREENLEAF FREIGHT
- ✓ GREEN FIELD TRANSPORT
- ✓ HALL MOTORS
- ✓ HELMS EXPRESS
- ✓ HIGHWAY TRANSPORT
- ✓ HOLMES TRANSP.
- ✓ INTERSTATE MOTOR FRT.
- ✓ KRAMER TRUCK

**9030-77-066**

- ✓ KEALY TRUCK
- ✓ KIRKSEN TRUCK
- ✓ LYONS TRANSPORT
- ✓ MCLEAN TRUCK
- ✓ MERCHANTS STOR. DOR
- ✓ MIDDLEWEST MOTOR FRT.
- ✓ MOTOR FREIGHT EXPRESS
- ✓ MURPHY MOTOR FRT.
- ✓ MUSHROOM TRANSP.
- ✓ OVERNITE TRANSP.
- ✓ PILOT FRT. CARRIERS
- ✓ PRESTON TRUCKING
- ✓ PUTNAM TRANSP.
- ✓ REFINERS TRANSP.
- ✓ GEO. RIDGES TRUCK
- ✓ ROADWAY EXPRESS
- ✓ ROSS TRANSP.
- ✓ KYDER TRUCK
- ✓ SANDERS TRUCK
- ✓ SHIPPERS FRT.
- ✓ SMITH TRANSPORT
- ✓ SOUTHERN MTR. CARRIER
- ✓ SPECTOR FREIGHT
- ✓ SPECTOR RED BALL
- ✓ STROTSMAN EXPRESS
- ✓ SUBURBAN MOTORS
- ✓ SULLIVAN TRANSFER
- ✓ SUNAK TRUCK
- ✓ THURSTON MOTORS
- ✓ TRANSCON
- ✓ TRANSPORT CLEARING
- ✓ W T C AIR
- ✓ WARD TRUCK
- ✓ WHITE STAR
- ✓ WILSON FREIGHT
- ✓ WILSON TRUCKING
- ✓ YELLOW FREIGHT
- ✓ ZIP TRANSPORT

**GRR000891**

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

**KEALY TRUCK**

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 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 Accounting

Richard Adkins

5/17/83

SHIP TO:

Record Retention

DESTRUCTION DATE

PERM

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

1 / 1

8499

DATE:

1 / 1

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

Original G.N. & J.V's

Inventory Discontinued

Write down

9/81

12/81

5/77

5/79

GRR000892

DEPARTMENT MANAGER'S APPROVAL

Ray Miles

DATE APPROVED

5/26/83

DATE SENT

1 / 1

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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.

INATING DEPARTMENT: CIR Division Accounting PREPARED AND SENT BY: Richard Adkins DATE: 5/16/83

SHIP TO: Record Retention

DESTRUCTION DATE: Perm.

| RECORDS PROCESSING DEPARTMENT |                         | RECORDS CENTER   |             |
|-------------------------------|-------------------------|------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: <u>8548</u> | RECEIVED BY:     | BIN NUMBER: |
| DATE: <u>1/1</u>              | <u>8500</u>             | DATE: <u>1/1</u> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                             | CONTENTS           |    |       |       |
|----------------|----------------------------------------------------|--------------------|----|-------|-------|
|                |                                                    | ALPHABETIC-NUMERIC |    | DATES |       |
|                |                                                    | FROM               | TO | FROM  | TO    |
|                | General Ledger for<br>Locations 1100, 501, 902-919 |                    |    | 7/81  | 12/81 |
|                | GA and JV originals.                               |                    |    | 7/81  | 8/81  |
|                | 1100-77-135                                        |                    |    |       |       |

GRR000893

DEPARTMENT MANAGER'S APPROVAL: Bar Miles DATE APPROVED: 5/26/83 DATE SENT: 1

# 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:

Property Accty

D. Duran

5/26/83

Article Storage

DESTRUCTION DATE:

6-28  
8-1989

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

8556

DATE:

FORM  
NUMBER

DESCRIPTION OF RECORDS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

MSA SYSTEM DOCUMENTATION:  
SYSTEMS DOCUMENTATION 1 BOOK  
PROGRAM DOCUMENTATION 1 BOOK  
USER DOCUMENTATION 1 BOOK

INTRODUCTION BOOK TO CORPORATE  
BUDGETS + FINANCIAL ANALYSIS  
DEPARTMENTS COMPUTERIZED  
FINANCIAL MODELS

9031-77-044

GRR000894

DEPARTMENT MANAGER'S APPROVAL

R. P. Dill

DATE APPROVED

5/26/83

DATE SENT

1/1

## SCM CORPORATION

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

**ORIGINATING DEPARTMENT**

PREPARED AND SENT BY

DATE \_\_\_\_\_

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.

Property lost

PREPARED AND SENT BY:  
D. Disenye

5/26/83

Inside Straps

DESTRUCTION DATE

✓ 8-1989  
~~6-88~~

**RECORDS PROCESSING DEPARTMENT**

RECEIVED BY:

**BOX NUMBER:**

8557

**RECORDS CENTER**

RECEIVED BY:

|            |  |
|------------|--|
| BIN NUMBER |  |
|------------|--|

**DATE:**

DATE:

**FORM  
NUMBER**

### DESCRIPTION OF RECORDS

## CONTENTS

## ALPHABETIC-NUMERIC

## DATES

**FROM**

TO

**FROM**

**TO**

MSA SYSTEM DOCUMENTATION:

- SYSTEMS DOCUMENTATION
- USER DOCUMENTATION

MSA SYSTEMS USER MANUAL  
(2 BOOKS)

MISCELLANEOUS MSA  
SYSTEM DOCUMENTATION

GRR000895

**DEPARTMENT MANAGER'S APPROVAL**

DATE APPROVED \_\_\_\_\_

DATE SENT

R. K. Daff.

5126183

/

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT:

PREPARED AND SENT BY:

DATE:

Property Dept.  
while storage

D. Disenza

5/26/83

DESTRUCTION DATE:

✓ 6-88  
8-89

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

8558

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

Reconciliation - New American  
Software System 6/30/80

Final Closing - June, 1981

JOB# J3893200  
J3892400  
J3890700  
J3890600  
J3890300  
J3890200  
J3892000  
J3891200

Fixed Asset System Test  
(American Software System)  
JULY 1980 BOOK 1

FIXED ASSET SYSTEM TEST  
AMERICAN SOFTWARE  
REPORT GENERATOR  
JULY, 1980

BOOK 2

GRR000896

DEPARTMENT MANAGER'S APPROVAL

R. K. Dell

DATE APPROVED

DATE SENT

5/26/83

1 1

PREIMPLEMENTATION TESTING ON  
NEW SYSTEM (ASZ) CO. VETER FOODS

|                               |               |            |
|-------------------------------|---------------|------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED | DATE SENT  |
| Gail Koepke                   | 6 / 3 / 83    | 6 / 3 / 83 |

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT

Corporate General Accounting

PREPARED AND SENT BY

Gail Koepke

DATE

6 / 3 / 83

TO

Boss Martin

Citibank and Society Cancelled Checks

July 1982

DESTRUCTION DATE

6/1/90

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

8567

1 / 1

1 / 1

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

Ap Citi and SSB Cancelled Checks

7/82

GRR000898

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

7 / 1 / 83

1 / 1

## FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 58 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. General Acct.

Gail Koepke

6 / 3 / 83

TO:

Rosa Martin

DESTRUCTION DATE

Ameritrust Cancelled Payroll Checks

3/83

6/1/90

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

8568

| FORM<br>NUMBER | DESCRIPTION OF RECORDS   | CONTENTS           |    |       |    |
|----------------|--------------------------|--------------------|----|-------|----|
|                |                          | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                          | FROM               | TO | FROM  | TO |
|                | AT Canceled & PIR checks |                    |    |       |    |

GRR000899

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

Gail Koepke

6-3-183

6-1-185

## FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U. S. A. 10/78

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<br><b>Corporate General Accounting</b> | PREPARED AND SENT BY<br><b>Gail Koepke</b> | DATE<br><b>6 / 3 83</b> |
|---------------------------------------------------------------|--------------------------------------------|-------------------------|

|                          |
|--------------------------|
| TO<br><b>Miss Martin</b> |
|--------------------------|

|                                                      |                                   |
|------------------------------------------------------|-----------------------------------|
| <b>SMB Cancelled Pension Checks Feb and March 83</b> | DESTRUCTION DATE<br><b>6/1/90</b> |
|------------------------------------------------------|-----------------------------------|

|                               |                            |                    |             |
|-------------------------------|----------------------------|--------------------|-------------|
| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER     |             |
| RECEIVED BY:                  | BOX NUMBER:<br><b>8571</b> | RECEIVED BY:       | BIN NUMBER: |
| DATE: <b>1 / 1</b>            |                            | DATE: <b>1 / 1</b> |             |

| FORM<br>NUMBER                | DESCRIPTION OF RECORDS                                                                  | CONTENTS                    |    |                         |    |
|-------------------------------|-----------------------------------------------------------------------------------------|-----------------------------|----|-------------------------|----|
|                               |                                                                                         | ALPHABETIC-NUMERIC          |    | DATES                   |    |
|                               |                                                                                         | FROM                        | TO | FROM                    | TO |
|                               | <b>SMB Cancelled Pension Checks</b><br><br><b>2 and 3 83</b><br><br><b>90 30-77-046</b> |                             |    |                         |    |
| DEPARTMENT MANAGER'S APPROVAL |                                                                                         | DATE APPROVED<br><b>/ /</b> |    | DATE SENT<br><b>/ /</b> |    |

GRR000900

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

ORIGINATING DEPARTMENT

PREPARED AND SENT BY

DATE

**Corporate General Acct.**

**G. Koepke**

6 / 3 / 83

**Ross Martin**

~~DESTRUCTION DATE~~

## **SMB Cancelled Pension Checks**

**6/1/90**

Dec. and Jan 882 and 83

RECORDS PROCESSING DEPARTMENT

**RECORDS CENTER**

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

|            |  |
|------------|--|
| BIN NUMBER |  |
|------------|--|

**DATE:**

DATE:

**FORM  
NUMBER**

### DESCRIPTION OF RECORDS

## CONTENTS

## ALPHABETIC-NUMERIC

## DATES

**FROM**

TO

**FROM**

TO

## SNB Cancelled Pension Checks

**December and Jan 82 and 83**

GRR000901

**DEPARTMENT MANAGER'S APPROVAL**

**Gail Koepke**

DATE APPROVED 6 2 83

DATE SENT

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

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

ORIGINATING DEPARTMENT

Corporate General Acct.

PREPARED AND SENT BY

**Gill Koepke**

|      |
|------|
| DATE |
|------|

**6 / 3 / 83**

**TO:**

**Ross Martin**

DESTRUCTION DATE

**6/1/90**

**Citibank and Society Cancelled Checks**  
**Sept. 1982**

**XXXXXXXXXX**

**RECORDS PROCESSING DEPARTMENT**

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

**RECORDS CENTER**

| BIN NUMBER | DATE       | TIME    | LOCATION | DESCRIPTION | REMARKS |
|------------|------------|---------|----------|-------------|---------|
| 1          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 2          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 3          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 4          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 5          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 6          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 7          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 8          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 9          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 10         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 11         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 12         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 13         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 14         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 15         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 16         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 17         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 18         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 19         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 20         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 21         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 22         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 23         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 24         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 25         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 26         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 27         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 28         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 29         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 30         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 31         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 32         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 33         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 34         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 35         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 36         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 37         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 38         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 39         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 40         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 41         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 42         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 43         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 44         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 45         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 46         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 47         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 48         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 49         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 50         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 51         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 52         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 53         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 54         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 55         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 56         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 57         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 58         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 59         | 10/10/2023 | 10:00</ |          |             |         |

**DATE:**

DATE:

## CONTENTS

**FORM  
NUMBER**

### DESCRIPTION OF RECORDS

**ALPHABETIC-NUMERIC**

## DATES

**FROM**

**TO**

**FROM**

**TO**

**Citibank and Society Cancelled Checks**  
**Sept. 1962**

GRR000902

**DEPARTMENT MANAGER'S APPROVAL**

DATE APPROVED \_\_\_\_\_

|           |  |
|-----------|--|
| DATE SENT |  |
|-----------|--|

## FILE TRANSFER RECORD AND INVENTORY

Originator: Top White:

Bottom White:

Wet and attach to outside of box.

Pink:

To Records Center inside box.

Yellow:

To Records Center inside box.

Green:

Retain for File.

SCM CORPORATION

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

ORIGINATING DEPARTMENT

PREPARED AND SENT BY

DATE

Corp. General Acct.

Gail Koepke

6 / 3 / 83

TO

Ross Martin

DESTRUCTION DATE

Citibank and Society Cancelled Checks  
Oct. 1982

6/1/90

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

8574

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

Citibank and Society Cancelled Checks

10/82

GRR000903

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

Gail Koepke

6/1/83

6/1/83

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

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

PREPARED AND SENT BY

**Gail Koepke**

|      |  |
|------|--|
| DATE |  |
|------|--|

6 / 3 83

**Ross Martin**

DESTRUCTION DATE:

**6/1/90**

RECORDS CENTER

**BOX NUMBER:**

|            |  |
|------------|--|
| BIN NUMBER |  |
|------------|--|

DATE:

### DESCRIPTION OF RECORDS

## DATES

TO

**FROM**

**TO**

**Aug. 1982**

GRR000904

**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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|                                                                        |                                             |                            |
|------------------------------------------------------------------------|---------------------------------------------|----------------------------|
| ORIGINATING DEPARTMENT<br><b>Compensation &amp; Benefits (C&amp;B)</b> | PREPARED AND SENT BY<br><b>Debbie Piech</b> | DATE<br><b>5 / 23 / 83</b> |
|------------------------------------------------------------------------|---------------------------------------------|----------------------------|

Records Retention

DESTRUCTION DATE:

Permanent Records

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER     |             |
|-------------------------------|----------------------------|--------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><b>8577</b> | RECEIVED BY:       | BIN NUMBER: |
| DATE: <b>1 / 1</b>            |                            | DATE: <b>1 / 1</b> |             |

| FORM NUMBER                                     | DESCRIPTION OF RECORDS                                 | CONTENTS                        |    |                           |      |
|-------------------------------------------------|--------------------------------------------------------|---------------------------------|----|---------------------------|------|
|                                                 |                                                        | ALPHABETIC-NUMERIC              |    | DATES                     |      |
|                                                 |                                                        | FROM                            | TO | FROM                      | TO   |
|                                                 | Wage & Price Guidelines (Transparencias)               |                                 |    | 1978                      |      |
|                                                 | KEOC Case Study                                        |                                 |    | 1976                      |      |
|                                                 | C&B HXK Project-Correspondence & Salary Info (Raffers) |                                 |    | 1973                      | 1975 |
|                                                 | Central #1 Correspondence                              |                                 |    | 1978                      | 1979 |
|                                                 | General Audit - Canada                                 |                                 |    | 1976                      |      |
|                                                 | Louisiana Dept. of Labor/Brett Benson                  |                                 |    | 1978                      |      |
|                                                 | Macco Sales Incentive Plan                             |                                 |    | 1973                      | 1974 |
|                                                 | Accrued Vacations                                      |                                 |    | 1977, 1980 - 1981         |      |
|                                                 | Affirmative Action                                     |                                 |    | 1975                      | 1980 |
|                                                 | Employee Benefits Conference                           |                                 |    | 1980                      |      |
|                                                 | Corp. Employee Relations Conference                    |                                 |    | 1980                      |      |
|                                                 | Employee Relations Conference                          |                                 |    | 1978, 1980                |      |
|                                                 | Form 16 Information                                    |                                 |    |                           |      |
|                                                 | Management Incentive Award Plan Eligibility            |                                 |    |                           |      |
|                                                 | Compensation File - 3% Adjustment                      |                                 |    | 1974                      |      |
|                                                 | Brazil - General Correspondence                        |                                 |    | 1972                      | 1977 |
|                                                 | Brussels Correspondence                                |                                 |    |                           |      |
|                                                 | Federal Wage & Hour - State vs. New Jersey             |                                 |    | 1977                      |      |
|                                                 | New Jersey Payroll Records                             |                                 |    | 1967                      | 1968 |
|                                                 | Claim For Wages - Iowa Bureau of Labor                 |                                 |    | 1977                      |      |
|                                                 | International Compensation-Gen. Expatriate File        |                                 |    |                           |      |
|                                                 | Europe Hypothetical Income Tax                         |                                 |    |                           |      |
|                                                 | Overseas Compensation-Belgium                          |                                 |    |                           |      |
|                                                 | Glidden-Salchi, Italy                                  |                                 |    |                           |      |
|                                                 | Brazil - May                                           |                                 |    | 1975                      | 1976 |
|                                                 | Brazil Post                                            |                                 |    | 1975                      | 1980 |
|                                                 | Costa Rica                                             |                                 |    | 1978                      |      |
|                                                 | Panama                                                 |                                 |    | 1975                      |      |
|                                                 | Puerto Rico Correspondence                             |                                 |    | 1971                      | 1980 |
|                                                 | <u>Expatriate Agreements</u>                           |                                 |    |                           |      |
|                                                 | H. E. Kiefer                                           |                                 |    |                           |      |
|                                                 | R. J. Leiser                                           |                                 |    |                           |      |
|                                                 | L. F. Long                                             |                                 |    |                           |      |
|                                                 | K. J. McInerney                                        |                                 |    |                           |      |
|                                                 | R. F. McTague                                          |                                 |    |                           |      |
|                                                 | D. Mochan                                              |                                 |    |                           |      |
|                                                 | D. R. Pfeffer                                          |                                 |    |                           |      |
|                                                 | T. P. Taylor                                           |                                 |    |                           |      |
|                                                 | T. F. Wagner C. M. Wells, Jr. H. M. Werner             |                                 |    |                           |      |
| DEPARTMENT MANAGER'S APPROVAL<br><i>1/10/83</i> |                                                        | DATE APPROVED<br><b>5/23/83</b> |    | DATE SENT<br><b>1 / 1</b> |      |

GRR000905

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

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

ORIGINATING DEPARTMENT:

PREPARED AND SENT BY

DATE \_\_\_\_\_

### Compensation & Benefits (C&B)

**Debbie Piech**

5 / 18 / 83

## Records Retention

DESTRUCTION DATE

## Permanent Records

**RECORDS PROCESSING DEPARTMENT**

## RECORDS CENTER

RECEIVED BY:

**BOX NUMBER:**

RECEIVED BY:

| BIN NUMBER | DATE       | TIME  | LOCATION | STATUS   | REMARKS                 |
|------------|------------|-------|----------|----------|-------------------------|
| 101        | 10/10/2023 | 10:00 | Room 101 | Occupied | Guest Mr. Smith         |
| 102        | 10/10/2023 | 10:05 | Room 102 | Occupied | Guest Mrs. Jones        |
| 103        | 10/10/2023 | 10:10 | Room 103 | Occupied | Guest Mr. Brown         |
| 104        | 10/10/2023 | 10:15 | Room 104 | Occupied | Guest Mrs. White        |
| 105        | 10/10/2023 | 10:20 | Room 105 | Occupied | Guest Mr. Green         |
| 106        | 10/10/2023 | 10:25 | Room 106 | Occupied | Guest Mrs. Black        |
| 107        | 10/10/2023 | 10:30 | Room 107 | Occupied | Guest Mr. Grey          |
| 108        | 10/10/2023 | 10:35 | Room 108 | Occupied | Guest Mrs. Gold         |
| 109        | 10/10/2023 | 10:40 | Room 109 | Occupied | Guest Mr. Silver        |
| 110        | 10/10/2023 | 10:45 | Room 110 | Occupied | Guest Mrs. Copper       |
| 111        | 10/10/2023 | 10:50 | Room 111 | Occupied | Guest Mr. Iron          |
| 112        | 10/10/2023 | 10:55 | Room 112 | Occupied | Guest Mrs. Steel        |
| 113        | 10/10/2023 | 11:00 | Room 113 | Occupied | Guest Mr. Tin           |
| 114        | 10/10/2023 | 11:05 | Room 114 | Occupied | Guest Mrs. Lead         |
| 115        | 10/10/2023 | 11:10 | Room 115 | Occupied | Guest Mr. Zinc          |
| 116        | 10/10/2023 | 11:15 | Room 116 | Occupied | Guest Mrs. Nickel       |
| 117        | 10/10/2023 | 11:20 | Room 117 | Occupied | Guest Mr. Cobalt        |
| 118        | 10/10/2023 | 11:25 | Room 118 | Occupied | Guest Mrs. Manganese    |
| 119        | 10/10/2023 | 11:30 | Room 119 | Occupied | Guest Mr. Chromium      |
| 120        | 10/10/2023 | 11:35 | Room 120 | Occupied | Guest Mrs. Vanadium     |
| 121        | 10/10/2023 | 11:40 | Room 121 | Occupied | Guest Mr. Niobium       |
| 122        | 10/10/2023 | 11:45 | Room 122 | Occupied | Guest Mrs. Molybdenum   |
| 123        | 10/10/2023 | 11:50 | Room 123 | Occupied | Guest Mr. Technetium    |
| 124        | 10/10/2023 | 11:55 | Room 124 | Occupied | Guest Mrs. Ruthenium    |
| 125        | 10/10/2023 | 12:00 | Room 125 | Occupied | Guest Mr. Rhodium       |
| 126        | 10/10/2023 | 12:05 | Room 126 | Occupied | Guest Mrs. Palladium    |
| 127        | 10/10/2023 | 12:10 | Room 127 | Occupied | Guest Mr. Silver        |
| 128        | 10/10/2023 | 12:15 | Room 128 | Occupied | Guest Mrs. Cadmium      |
| 129        | 10/10/2023 | 12:20 | Room 129 | Occupied | Guest Mr. Indium        |
| 130        | 10/10/2023 | 12:25 | Room 130 | Occupied | Guest Mrs. Tin          |
| 131        | 10/10/2023 | 12:30 | Room 131 | Occupied | Guest Mr. Lead          |
| 132        | 10/10/2023 | 12:35 | Room 132 | Occupied | Guest Mrs. Bismuth      |
| 133        | 10/10/2023 | 12:40 | Room 133 | Occupied | Guest Mr. Polonium      |
| 134        | 10/10/2023 | 12:45 | Room 134 | Occupied | Guest Mrs. Astatine     |
| 135        | 10/10/2023 | 12:50 | Room 135 | Occupied | Guest Mr. Radon         |
| 136        | 10/10/2023 | 12:55 | Room 136 | Occupied | Guest Mrs. Francium     |
| 137        | 10/10/2023 | 1:00  | Room 137 | Occupied | Guest Mr. Radium        |
| 138        | 10/10/2023 | 1:05  | Room 138 | Occupied | Guest Mrs. Actinium     |
| 139        | 10/10/2023 | 1:10  | Room 139 | Occupied | Guest Mr. Thorium       |
| 140        | 10/10/2023 | 1:15  | Room 140 | Occupied | Guest Mrs. Protactinium |
| 141        | 10/10/2023 | 1:20  | Room 141 | Occupied | Guest Mr. Uranium       |
| 142        | 10/10/2023 | 1:25  | Room 142 | Occupied | Guest Mrs. Neptunium    |
| 143        | 10/10/2023 | 1:30  | Room 143 | Occupied | Guest Mr. Plutonium     |
| 144        | 10/10/2023 | 1:35  | Room 144 | Occupied | Guest Mrs. Americium    |
| 145        | 10/10/2023 | 1:40  | Room 145 | Occupied | Guest Mr. Curium        |
| 146        | 10/10/2023 | 1:45  | Room 146 | Occupied | Guest Mrs. Berkelium    |
| 147        | 10/10/2023 | 1:50  | Room 147 | Occupied | Guest Mr. Californium   |
| 148        | 10/10/2023 | 1:55  | Room 148 | Occupied | Guest Mrs. Einsteinium  |
| 149        | 10/10/2023 | 2:00  | Room 149 | Occupied | Guest Mr. Fermium       |
| 150        | 10/10/2023 | 2:05  | Room 150 | Occupied | Guest Mrs. Mendelevium  |
| 151        | 10/10/2023 | 2:10  | Room 151 | Occupied | Guest Mr. Nobelium      |
| 152        | 10/10/2023 | 2:15  | Room 152 | Occupied | Guest Mrs. Lawrencium   |
| 153        | 10/10/2023 | 2:20  | Room 153 | Occupied | Guest Mr. Rutherfordium |
| 154        | 10/10/2023 | 2:25  | Room 154 | Occupied | Guest Mrs. Dubnium      |
| 155        | 10/10/2023 | 2:30  | Room 155 | Occupied | Guest Mr. Seaborgium    |
| 156        | 10/10/2023 | 2:    |          |          |                         |

DATE:

DATE:

### DESCRIPTION OF RECORDS

## CONTENTS

**ALPHABETIC-NUMERIC**

## DATES

**FROM**

TO

FROM

TO

### RETIRED POSITION DESCRIPTIONS

## General Management

## Research and Development

## Production

## Purchasing and Transportation

## Marketing and Sales

## Engineering

GRR000906

**DEPARTMENT MANAGER'S APPROVAL**

DATE APPROVED \_\_\_\_\_

|           |  |
|-----------|--|
| DATE SENT |  |
|-----------|--|

5/15/83

11.

## SCM CORPORATION

FORM 60 PRINTED IN U.S.A. 10/76

Originator: Top White: Wet and attach to outside narrow end of box.  
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Green: Retain for File

|                               |                       |             |
|-------------------------------|-----------------------|-------------|
| ORIGINATING DEPARTMENT:       | PREPARED AND SENT BY: | DATE        |
| Compensation & Benefits (C&B) | Debbie Piech          | 5 / 23 / 83 |

## Records Retention

DESTRUCTION DATE

Perm

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER |             |
|-------------------------------|-------------|----------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:   | BIN NUMBER: |
| DATE: 11                      | 8579        | DATE: 11       |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                               | CONTENTS           |    |       |      |
|----------------|----------------------------------------------------------------------|--------------------|----|-------|------|
|                |                                                                      | ALPHABETIC-NUMERIC |    | DATES |      |
|                |                                                                      | FROM               | TO | FROM  | TO   |
|                | Hay Engineering Survey                                               |                    |    | 1980  | 1981 |
|                | Hay Compensation Comparison - U.S. & Canada                          |                    |    | 1978  | 1981 |
|                | Hay Personnel Survey                                                 |                    |    | 1981  |      |
|                | E. N. Hay Expenses                                                   |                    |    | 1970  | 1976 |
|                | Venture Incentive Plan (Charlotte)                                   |                    |    | 1978  | 1979 |
|                | Chemical Coatings Incentive Plans<br>(Reps. & Field Sales)           |                    |    | 1974  |      |
|                | Chemical Coatings Incentive Plans<br>(Reps. & Field Sales)           |                    |    | 1978  |      |
|                | Zone Manager Incentive Plan                                          |                    |    | 1974  |      |
|                | Trade Sales Lease Departments                                        |                    |    |       |      |
|                | Trade Sales Retail Only                                              |                    |    |       |      |
|                | Canadian SBP - Trade Sales                                           |                    |    | 1975  | 1979 |
|                | Trade-Sales-Re                                                       |                    |    |       |      |
|                | Trade Sales Incentive Plan (Fiscal 1979)                             |                    |    | 1978  |      |
|                | Trade Sales Incentive Plan                                           |                    |    | 1974  |      |
|                | Trade Sales Incentive Plan                                           |                    |    | 1973  |      |
|                | Trade Sales Correspondence                                           |                    |    | 1976  | 1977 |
|                | Trade Sales Correspondence                                           |                    |    | 1974  | 1975 |
|                | Analysis of Sales Incentive Plans and<br>Payout for D/M & M Salesmen |                    |    |       |      |
|                | <u>Expired Expatriate Agreements</u>                                 |                    |    |       |      |
|                | C. J. Bohlen                                                         |                    |    |       |      |
|                | Victor Buenconsejo                                                   |                    |    |       |      |
|                | R. H. Doering                                                        |                    |    |       |      |
|                | L. B. Douglas                                                        |                    |    |       |      |
|                | W. H. Geib                                                           |                    |    |       |      |
|                | A. A. Horsley                                                        |                    |    |       |      |

GRR000907

DEPARTMENT MANAGER'S APPROVAL \_\_\_\_\_

**DATE APPROVED**

DATE SENT

$$5/2 = 1.5$$

## SCM CORPORATION

ORIGINATING DEPARTMENT:

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

PREPARED AND SENT BY.

|      |  |
|------|--|
| DATE |  |
|------|--|

### Compensation and Benefits

**Belinda Johnson**

5 / 24 / 83

Ross-Martin Co., 203 Hayes Drive, Cleveland 44131

DESTRUCTION DATE

5/24/89

**RECORDS CENTER**

RECEIVED BY:

**BOX NUMBER:**

RECEIVED BY

| BIN NUMBER | DATE       | TIME  | LOCATION | STATUS   | REMARKS           |
|------------|------------|-------|----------|----------|-------------------|
| 1          | 10/10/2023 | 10:00 | Room 101 | Occupied | Guest Mr. Smith   |
| 2          | 10/10/2023 | 10:05 | Room 102 | Occupied | Guest Mrs. Jones  |
| 3          | 10/10/2023 | 10:10 | Room 103 | Occupied | Guest Mr. Brown   |
| 4          | 10/10/2023 | 10:15 | Room 104 | Occupied | Guest Mrs. White  |
| 5          | 10/10/2023 | 10:20 | Room 105 | Occupied | Guest Mr. Green   |
| 6          | 10/10/2023 | 10:25 | Room 106 | Occupied | Guest Mrs. Black  |
| 7          | 10/10/2023 | 10:30 | Room 107 | Occupied | Guest Mr. Grey    |
| 8          | 10/10/2023 | 10:35 | Room 108 | Occupied | Guest Mrs. Blue   |
| 9          | 10/10/2023 | 10:40 | Room 109 | Occupied | Guest Mr. Red     |
| 10         | 10/10/2023 | 10:45 | Room 110 | Occupied | Guest Mrs. Yellow |
| 11         | 10/10/2023 | 10:50 | Room 111 | Occupied | Guest Mr. Purple  |
| 12         | 10/10/2023 | 10:55 | Room 112 | Occupied | Guest Mrs. Pink   |
| 13         | 10/10/2023 | 11:00 | Room 113 | Occupied | Guest Mr. Orange  |
| 14         | 10/10/2023 | 11:05 | Room 114 | Occupied | Guest Mrs. Brown  |
| 15         | 10/10/2023 | 11:10 | Room 115 | Occupied | Guest Mr. Green   |
| 16         | 10/10/2023 | 11:15 | Room 116 | Occupied | Guest Mrs. White  |
| 17         | 10/10/2023 | 11:20 | Room 117 | Occupied | Guest Mr. Grey    |
| 18         | 10/10/2023 | 11:25 | Room 118 | Occupied | Guest Mrs. Blue   |
| 19         | 10/10/2023 | 11:30 | Room 119 | Occupied | Guest Mr. Red     |
| 20         | 10/10/2023 | 11:35 | Room 120 | Occupied | Guest Mrs. Yellow |
| 21         | 10/10/2023 | 11:40 | Room 121 | Occupied | Guest Mr. Purple  |
| 22         | 10/10/2023 | 11:45 | Room 122 | Occupied | Guest Mrs. Pink   |
| 23         | 10/10/2023 | 11:50 | Room 123 | Occupied | Guest Mr. Orange  |
| 24         | 10/10/2023 | 11:55 | Room 124 | Occupied | Guest Mrs. Brown  |
| 25         | 10/10/2023 | 12:00 | Room 125 | Occupied | Guest Mr. Green   |
| 26         | 10/10/2023 | 12:05 | Room 126 | Occupied | Guest Mrs. White  |
| 27         | 10/10/2023 | 12:10 | Room 127 | Occupied | Guest Mr. Grey    |
| 28         | 10/10/2023 | 12:15 | Room 128 | Occupied | Guest Mrs. Blue   |
| 29         | 10/10/2023 | 12:20 | Room 129 | Occupied | Guest Mr. Red     |
| 30         | 10/10/2023 | 12:25 | Room 130 | Occupied | Guest Mrs. Yellow |
| 31         | 10/10/2023 | 12:30 | Room 131 | Occupied | Guest Mr. Purple  |
| 32         | 10/10/2023 | 12:35 | Room 132 | Occupied | Guest Mrs. Pink   |
| 33         | 10/10/2023 | 12:40 | Room 133 | Occupied | Guest Mr. Orange  |
| 34         | 10/10/2023 | 12:45 | Room 134 | Occupied | Guest Mrs. Brown  |
| 35         | 10/10/2023 | 12:50 | Room 135 | Occupied | Guest Mr. Green   |
| 36         | 10/10/2023 | 12:55 | Room 136 | Occupied | Guest Mrs. White  |
| 37         | 10/10/2023 | 13:00 | Room 137 | Occupied | Guest Mr. Grey    |
| 38         | 10/10/2023 | 13:05 | Room 138 | Occupied | Guest Mrs. Blue   |
| 39         | 10/10/2023 | 13:10 | Room 139 | Occupied | Guest Mr. Red     |
| 40         | 10/10/2023 | 13:15 | Room 140 | Occupied | Guest Mrs. Yellow |
| 41         | 10/10/2023 | 13:20 | Room 141 | Occupied | Guest Mr. Purple  |
| 42         | 10/10/2023 | 13:25 | Room 142 | Occupied | Guest Mrs. Pink   |
| 43         | 10/10/2023 | 13:30 | Room 143 | Occupied | Guest Mr. Orange  |
| 44         | 10/10/2023 | 13:35 | Room 144 | Occupied | Guest Mrs. Brown  |
| 45         | 10/10/2023 | 13:40 | Room 145 | Occupied | Guest Mr. Green   |
| 46         | 10/10/2023 | 13:45 | Room 146 | Occupied | Guest Mrs. White  |
| 47         | 10/10/2023 | 13:50 | Room 147 | Occupied | Guest Mr. Grey    |
| 48         | 10/10/2023 | 13:55 | Room 148 | Occupied | Guest Mrs. Blue   |
| 49         | 10/10/2023 | 14:00 | Room 149 | Occupied | Guest Mr. Red     |
| 50         | 10/10/2023 | 14:05 | Room 150 | Occupied | Guest Mrs. Yellow |
| 51         | 10/10/2023 | 14:10 | Room 151 | Occupied | Guest Mr. Purple  |
| 52         | 10/10/2023 | 14:15 | Room 152 | Occupied | Guest Mrs. Pink   |
| 53         | 10/10/2023 | 14:20 | Room 153 | Occupied | Guest Mr. Orange  |
| 54         | 10/10/2023 | 14:25 | Room 154 | Occupied | Guest Mrs. Brown  |
| 55         | 10/10/2023 | 14:30 | Room 155 | Occupied | Guest Mr. Green   |
| 56         | 10/10/2023 | 14:35 | Room 156 | Occupied | Guest Mrs. White  |
| 57         | 10/10/2023 | 14:40 | Room 157 | Occupied | Guest Mr          |

**DATE:**

DATE \_\_\_\_\_

8580

## CONTENTS

**FORM  
NUMBER**

## DESCRIPTION OF RECORDS

**ALPHABETIC-NUMERIC**

## DATES

**FROM**

**TO**

**FROM**

**TO**

**Accidental Death deduction register for 1980**

1/80

12/80

### Basic Thrift deduction register for 1980

1/80

6/80

**Basic Thrift deduction register for 1980**

7/80

12/80

**Medical deduction register for 1980**

**7/80**

12/80

GRR000908

**DEPARTMENT MANAGER'S APPROVAL**

DATE APPROVED

|           |  |
|-----------|--|
| DATE SENT |  |
|-----------|--|

5/20/83

/ /

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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 Green: Retain for File.

|                                                                       |                                              |                             |
|-----------------------------------------------------------------------|----------------------------------------------|-----------------------------|
| ORIGINATING DEPARTMENT:<br><b>Compensation and Benefits (C&amp;R)</b> | PREPARED AND SENT BY:<br><b>Debbie Piech</b> | DATE:<br><b>5 / 18 / 83</b> |
|-----------------------------------------------------------------------|----------------------------------------------|-----------------------------|

|                                 |
|---------------------------------|
| TO:<br><b>Records Retention</b> |
|---------------------------------|

|                                  |
|----------------------------------|
| DESTRUCTION DATE:<br><i>Perm</i> |
|----------------------------------|

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER        |             |
|-------------------------------|----------------------------|-----------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><b>8581</b> | RECEIVED BY:          | BIN NUMBER: |
| DATE:<br><b>1 / 1</b>         |                            | DATE:<br><b>1 / 1</b> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                                                                                                                                           | CONTENTS           |    |       |    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|-------|----|
|                |                                                                                                                                                                                  | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                                                                                                                                                                                  | FROM               | TO | FROM  | TO |
|                | <u>RETIRED POSITION DESCRIPTIONS</u><br><br>Other Administration<br>Finance and Control<br>Employee Relations<br>Legal<br>Quality Control<br>Non-Exempt<br>Puerto Rico<br>Brazil |                    |    |       |    |

GRR000909

|                                                 |                                      |                            |
|-------------------------------------------------|--------------------------------------|----------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>1/6/83</i> | DATE APPROVED:<br><b>5 / 18 / 83</b> | DATE SENT:<br><b>1 / 1</b> |
|-------------------------------------------------|--------------------------------------|----------------------------|

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

ORIGINATING DEPARTMENT:

PREPARED AND SENT BY

**Belinda Johnson**

DATE \_\_\_\_\_

5 / 24 / 83

### Compensation and Benefits

Ross-Martin Col, 203 Hayes Drive, Cleveland 44131

DESTRUCTION DATE

5/24/86

**RECORDS PROCESSING DEPARTMENT**

**RECORDS CENTER**

RECEIVED BY:

**BOX NUMBER:**

RECEIVED BY:

| BIN NUMBER | DATE       | TIME  | LOCATION | STATUS |
|------------|------------|-------|----------|--------|
| 1          | 10/10/2010 | 10:00 | 101      | OK     |
| 2          | 10/10/2010 | 10:05 | 102      | OK     |
| 3          | 10/10/2010 | 10:10 | 103      | OK     |
| 4          | 10/10/2010 | 10:15 | 104      | OK     |
| 5          | 10/10/2010 | 10:20 | 105      | OK     |
| 6          | 10/10/2010 | 10:25 | 106      | OK     |
| 7          | 10/10/2010 | 10:30 | 107      | OK     |
| 8          | 10/10/2010 | 10:35 | 108      | OK     |
| 9          | 10/10/2010 | 10:40 | 109      | OK     |
| 10         | 10/10/2010 | 10:45 | 110      | OK     |
| 11         | 10/10/2010 | 10:50 | 111      | OK     |
| 12         | 10/10/2010 | 10:55 | 112      | OK     |
| 13         | 10/10/2010 | 11:00 | 113      | OK     |
| 14         | 10/10/2010 | 11:05 | 114      | OK     |
| 15         | 10/10/2010 | 11:10 | 115      | OK     |
| 16         | 10/10/2010 | 11:15 | 116      | OK     |
| 17         | 10/10/2010 | 11:20 | 117      | OK     |
| 18         | 10/10/2010 | 11:25 | 118      | OK     |
| 19         | 10/10/2010 | 11:30 | 119      | OK     |
| 20         | 10/10/2010 | 11:35 | 120      | OK     |
| 21         | 10/10/2010 | 11:40 | 121      | OK     |
| 22         | 10/10/2010 | 11:45 | 122      | OK     |
| 23         | 10/10/2010 | 11:50 | 123      | OK     |
| 24         | 10/10/2010 | 11:55 | 124      | OK     |
| 25         | 10/10/2010 | 12:00 | 125      | OK     |
| 26         | 10/10/2010 | 12:05 | 126      | OK     |
| 27         | 10/10/2010 | 12:10 | 127      | OK     |
| 28         | 10/10/2010 | 12:15 | 128      | OK     |
| 29         | 10/10/2010 | 12:20 | 129      | OK     |
| 30         | 10/10/2010 | 12:25 | 130      | OK     |
| 31         | 10/10/2010 | 12:30 | 131      | OK     |
| 32         | 10/10/2010 | 12:35 | 132      | OK     |
| 33         | 10/10/2010 | 12:40 | 133      | OK     |
| 34         | 10/10/2010 | 12:45 | 134      | OK     |
| 35         | 10/10/2010 | 12:50 | 135      | OK     |
| 36         | 10/10/2010 | 12:55 | 136      | OK     |
| 37         | 10/10/2010 | 13:00 | 137      | OK     |
| 38         | 10/10/2010 | 13:05 | 138      | OK     |
| 39         | 10/10/2010 | 13:10 | 139      | OK     |
| 40         | 10/10/2010 | 13:15 | 140      | OK     |
| 41         | 10/10/2010 | 13:20 | 141      | OK     |
| 42         | 10/10/2010 | 13:25 | 142      | OK     |
| 43         | 10/10/2010 | 13:30 | 143      | OK     |
| 44         | 10/10/2010 | 13:35 | 144      | OK     |
| 45         | 10/10/2010 | 13:40 | 145      | OK     |
| 46         | 10/10/2010 | 13:45 | 146      | OK     |
| 47         | 10/10/2010 | 13:50 | 147      | OK     |
| 48         | 10/10/2010 | 13:55 | 148      | OK     |
| 49         | 10/10/2010 | 14:00 | 149      | OK     |
| 50         | 10/10/2010 | 14:05 | 150      | OK     |
| 51         | 10/10/2010 | 14:10 | 151      | OK     |
| 52         | 10/10/2010 | 14:15 | 152      | OK     |
| 53         | 10/10/2010 | 14:20 | 153      | OK     |
| 54         | 10/10/2010 | 14:25 | 154      | OK     |
| 55         | 10/10/2010 | 14:30 | 155      | OK     |
| 56         | 10/10/2010 | 14:35 | 156      | OK     |
| 57         | 10/10/2010 | 14:40 | 157      | OK     |
| 58         | 10/10/2010 | 14:45 | 158      | OK     |
| 59         | 10/10/2010 | 14:50 | 159      | OK     |
| 60         | 10/10/2010 | 14:55 | 160      | OK     |
| 61         | 10/10/2010 | 15:00 | 161      | OK     |
| 62         | 10/10/2010 | 15:05 | 162      | OK     |
| 63         | 10/10/2010 | 15:10 | 163      | OK     |
| 64         | 10/10/2010 | 15:15 | 164      | OK     |
| 65         | 10/10/2010 | 15:20 | 165      | OK     |
| 66         | 10/10/2010 | 15:25 | 166      | OK     |
| 67         | 10/10/2010 | 15:30 | 167      | OK     |
| 68         | 10/10/2010 | 15:35 | 168      | OK     |
| 69         | 10/10/2010 | 15:40 | 169      | OK     |
| 70         | 10/10/2010 | 15:45 | 170</    |        |

**DATE:**

**DATE:**

8582

/ /

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                           | CONTENTS           |    |       |       |
|----------------|--------------------------------------------------|--------------------|----|-------|-------|
|                |                                                  | ALPHABETIC-NUMERIC |    | DATES |       |
|                |                                                  | FROM               | TO | FROM  | TO    |
|                | Accidental Death Deduction Register for 1981     |                    |    | 1/81  | 12/81 |
|                | Long Term Disability Deduction Register for 1980 |                    |    | 1/80  | 12/80 |
|                | Long Term Disab. Survey Register for 1980        |                    |    | 1/80  | 12/80 |

GRR000910

GRR000910

**DEPARTMENT MANAGER'S APPROVAL**

DATE APPROVED \_\_\_\_\_

DATE SENT

5/28/83

1.

# 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        |
| Compensation and Benefits | Belinda Johnson      | 5 / 24 / 83 |

TO: Ross-Martin Col, 203 Hayes Drive, Cleveland 44131

DESTRUCTION DATE

5/21/89

|                               |             |                |             |
|-------------------------------|-------------|----------------|-------------|
| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER |             |
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:   | BIN NUMBER: |
| DATE: 1 / 1                   | 8583        | DATE: 1 / 1    |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                        | CONTENTS           |    |       |       |
|----------------|-----------------------------------------------|--------------------|----|-------|-------|
|                |                                               | ALPHABETIC-NUMERIC |    | DATES |       |
|                |                                               | FROM               | TO | FROM  | TO    |
|                | Medical Deduction Register for 1981           |                    |    | 1/81  | 12/81 |
|                | Contributory Life Deduction Register for 1981 |                    |    | 1/81  | 12/81 |
|                | Contributory Life Deduction Register for 1980 |                    |    | 1/80  | 12/80 |
|                | Medical Deduction Register for 1980           |                    |    | 1/80  | 6/80  |

GRR000911

|                               |               |           |
|-------------------------------|---------------|-----------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED | DATE SENT |
| <i>[Signature]</i>            | 5/24/83       | 1 / 1     |

## SCM CORPORATION

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

|                           |                       |             |
|---------------------------|-----------------------|-------------|
| ORIGINATING DEPARTMENT:   | PREPARED AND SENT BY: | DATE        |
| Compensation and Benefits | Belinda Johnson       | 5 / 24 / 83 |

Cross-Martin Co., 203 Hayes Drive, Cleveland 44131

|                   |
|-------------------|
| DESTRUCTION DATE: |
|-------------------|

5/24/89

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER |             |
|-------------------------------|-------------|----------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:   | BIN NUMBER: |
| DATE: 1 1                     | 8584        | DATE: 1 1      |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                          | CONTENTS           |    |              |                |
|----------------|-----------------------------------------------------------------|--------------------|----|--------------|----------------|
|                |                                                                 | ALPHABETIC-NUMERIC |    | DATES        |                |
|                |                                                                 | FROM               | TO | FROM         | TO             |
|                | Long Term Disab. Deduction Register for 1981                    |                    |    | 1/81         | 12/81          |
|                | Payroll Pension Retiree deduction register<br>for 1980 and 1981 |                    |    | 1/80<br>1/81 | 12/80<br>12/81 |
|                | Long Term Disab. Survey deduction register for<br>1981          |                    |    | 1/81         | 12/81          |

GRR000912

GRR000912

|                               |               |           |
|-------------------------------|---------------|-----------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED | DATE SENT |
| <i>[Signature]</i>            | 5 Jul 1963    | 1 1       |

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

|                                                |                                                  |                        |
|------------------------------------------------|--------------------------------------------------|------------------------|
| ORIGINATING DEPARTMENT<br><i>Accts Payable</i> | PREPARED AND SENT BY<br><i>Marglene Reckling</i> | DATE<br><i>6/22/83</i> |
|------------------------------------------------|--------------------------------------------------|------------------------|

|         |                                                        |
|---------|--------------------------------------------------------|
| SHIP TO | DESTRUCTION DATE<br><i>12-1-1989</i><br><i>6/22/88</i> |
|---------|--------------------------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER     |                                   |
|-------------------------------|---------------------------|--------------------|-----------------------------------|
| RECEIVED BY                   | BOX NUMBER<br><i>8585</i> | RECEIVED BY        | BIN NUMBER<br><i>Ben m. Vitas</i> |
| DATE<br><i>1/1</i>            |                           | DATE<br><i>1/1</i> |                                   |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                           | CONTENTS           |    |                  |    |
|----------------|--------------------------------------------------|--------------------|----|------------------|----|
|                |                                                  | ALPHABETIC-NUMERIC |    | DATES            |    |
|                |                                                  | FROM               | TO | FROM             | TO |
|                | <i>Accts Payable invoices<br/>&amp; vouchers</i> | <i>was</i>         |    | <i>Jan 1961</i>  |    |
|                | <i>Rent Jan - June 1981</i>                      | <i>3</i>           |    | <i>June 1962</i> |    |
|                | <i>9031-77-066</i>                               |                    |    |                  |    |

GRR000913

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1/1</i> | DATE SENT<br><i>1/1</i> |
|-------------------------------|-----------------------------|-------------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 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<br><i>Payroll</i> | PREPARED AND SENT BY<br><i>Maintenance</i> | DATE<br><i>10/1/82</i> |
|------------------------------------------|--------------------------------------------|------------------------|

|                       |                                    |
|-----------------------|------------------------------------|
| SHIP TO:<br><i>11</i> | DESTRUCTION DATE<br><i>12-1988</i> |
|-----------------------|------------------------------------|

|                               |                           |                                   |            |
|-------------------------------|---------------------------|-----------------------------------|------------|
| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER <i>Pen m Vitas</i> |            |
| RECEIVED BY:                  | BOX NUMBER<br><i>8590</i> | RECEIVED BY:                      | BIN NUMBER |
| DATE<br><i>1/1</i>            |                           | DATE<br><i>1/1</i>                |            |

| FORM NUMBER                   | DESCRIPTION OF RECORDS  | CONTENTS                    |                         |                  |    |
|-------------------------------|-------------------------|-----------------------------|-------------------------|------------------|----|
|                               |                         | ALPHABETIC-NUMERIC          |                         | DATES            |    |
|                               |                         | FROM                        | TO                      | FROM             | TO |
|                               | <i>A/P Sub Ledger</i>   |                             |                         | <i>Sept 1981</i> |    |
|                               | <i>Maintenance</i>      |                             |                         | <i>Oct 1981</i>  |    |
|                               | <i>July 30, 1982</i>    |                             |                         |                  |    |
|                               | <i>Thru Oct 1, 1982</i> |                             |                         |                  |    |
| DEPARTMENT MANAGER'S APPROVAL |                         | DATE APPROVED<br><i>1/1</i> | DATE SENT<br><i>1/1</i> |                  |    |

GRR000914

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

Originator

Top White:

Bottom White:

Pink:

Yellow:

Green:

Wet and attach to outside narrow end of box

Wet and attach to inside box cover.

To Records Center inside box.

To Records Center inside box.

Retain for File.

|                                            |                                                 |                        |
|--------------------------------------------|-------------------------------------------------|------------------------|
| ORIGINATING DEPARTMENT<br><i>Personnel</i> | PREPARED AND SENT BY<br><i>Margaret Keating</i> | DATE<br><i>1/25/82</i> |
|--------------------------------------------|-------------------------------------------------|------------------------|

|                       |                                    |
|-----------------------|------------------------------------|
| SHIP TO:<br><i>13</i> | DESTRUCTION DATE<br><i>12-1989</i> |
|-----------------------|------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER <i>Per m Vitas</i> |            |
|-------------------------------|---------------------------|-----------------------------------|------------|
| RECEIVED BY:                  | BOX NUMBER<br><i>8591</i> | RECEIVED BY:                      | BIN NUMBER |
| DATE:<br><i>1 1</i>           |                           | DATE:<br><i>1 1</i>               |            |

| FORM NUMBER | DESCRIPTION OF RECORDS             | CONTENTS           |                    |                 |                  |
|-------------|------------------------------------|--------------------|--------------------|-----------------|------------------|
|             |                                    | ALPHABETIC-NUMERIC |                    | DATES           |                  |
|             |                                    | FROM               | TO                 | FROM            | TO               |
|             | <i>A/P vouchers &amp; invoices</i> |                    | <i>Kim to Long</i> | <i>Jan 1982</i> | <i>June 1982</i> |

GRR000915

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1 1</i> | DATE SENT<br><i>1 1</i> |
|-------------------------------|-----------------------------|-------------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT

PREPARED AND SENT BY

DATE

*Payable*

*Marlene Kuchling*

*11-1-82*

FROM

DESTRUCTION DATE

*12*

*6/1/89*  
*12-1989*

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER

RECEIVED BY

BIN NUMBER

DATE

*1 / 1*

*8592*

DATE

*1 / 1*

*Gen m. Vitas*

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                 | CONTENTS           |                                  |                               |    |
|----------------|----------------------------------------|--------------------|----------------------------------|-------------------------------|----|
|                |                                        | ALPHABETIC-NUMERIC |                                  | DATES                         |    |
|                |                                        | FROM               | TO                               | FROM                          | TO |
|                | <i>A/P vouchers<br/>&amp; invoices</i> |                    | <i>Int Print<br/>to<br/>Kill</i> | <i>Jan 1982<br/>June 1982</i> |    |

GRR000916

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

*1 / 1*

*1 / 1*

# 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<br><i>Records Processing</i> | PREPARED AND SENT BY<br><i>Theresa Kitching</i> | DATE<br><i>6/22/82</i> |
| TO: <i>J.</i>                                       |                                                 |                        |

|    |                                                      |
|----|------------------------------------------------------|
| 20 | DESTRUCTION DATE<br><i>6/22/82</i><br><i>12-1989</i> |
|----|------------------------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER     |                                   |
|-------------------------------|---------------------------|--------------------|-----------------------------------|
| RECEIVED BY:                  | BOX NUMBER<br><i>8593</i> | RECEIVED BY        | BIN NUMBER<br><i>ser m. Vitas</i> |
| DATE<br><i>1 1</i>            |                           | DATE<br><i>1 1</i> |                                   |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                 | CONTENTS           |    |                  |    |
|----------------|----------------------------------------|--------------------|----|------------------|----|
|                |                                        | ALPHABETIC-NUMERIC |    | DATES            |    |
|                |                                        | FROM               | TO | FROM             | TO |
|                | <i>Q/P Vouchers &amp;<br/>invoices</i> | <i>Sup</i>         |    | <i>Jan 1982</i>  |    |
|                |                                        | <i>Turner</i>      |    | <i>June 1982</i> |    |

GRR000917

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1 1</i> | DATE SENT<br><i>1 1</i> |
|-------------------------------|-----------------------------|-------------------------|

# 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<br><i>Accounts Payable</i> | PREPARED AND SENT BY<br><i>Marlene H. H. H.</i> | DATE<br><i>12-1</i> |
|---------------------------------------------------|-------------------------------------------------|---------------------|

|   |                                    |
|---|------------------------------------|
| 8 | DESTRUCTION DATE<br><i>12-1989</i> |
|---|------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER <i>Per m. Vitas</i> |             |
|-------------------------------|----------------------------|------------------------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>8594</i> | RECEIVED BY:                       | BIN NUMBER: |
| DATE:<br><i>1 1</i>           |                            | DATE:<br><i>1 1</i>                |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS             | CONTENTS           |    |                  |    |
|----------------|------------------------------------|--------------------|----|------------------|----|
|                |                                    | ALPHABETIC-NUMERIC |    | DATES            |    |
|                |                                    | FROM               | TO | FROM             | TO |
|                | <i>A/P invoices &amp; vouchers</i> | <i>Elect to</i>    |    | <i>Jan 1982</i>  |    |
|                |                                    | <i>Sister</i>      |    | <i>June 1982</i> |    |

GRR000918

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1 1</i> | DATE SENT<br><i>1 1</i> |
|-------------------------------|-----------------------------|-------------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

|                                                          |                                                   |                       |
|----------------------------------------------------------|---------------------------------------------------|-----------------------|
| ORIGINATING DEPARTMENT<br><i>Administrative Services</i> | PREPARED AND SENT BY<br><i>Richard H. Helling</i> | DATE<br><i>11-2-1</i> |
|----------------------------------------------------------|---------------------------------------------------|-----------------------|

|                               |                                      |                                    |
|-------------------------------|--------------------------------------|------------------------------------|
| RECORDS PROCESSING DEPARTMENT | RECORDS CENTER<br><i>Per m Vitas</i> | DESTRUCTION DATE<br><i>12-1989</i> |
|-------------------------------|--------------------------------------|------------------------------------|

|                    |                           |                    |            |
|--------------------|---------------------------|--------------------|------------|
| RECEIVED BY:       | BOX NUMBER<br><i>8595</i> | RECEIVED BY        | BIN NUMBER |
| DATE<br><i>1 1</i> |                           | DATE<br><i>1 1</i> |            |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS             | CONTENTS           |                  |                 |                  |
|----------------|------------------------------------|--------------------|------------------|-----------------|------------------|
|                |                                    | ALPHABETIC-NUMERIC |                  | DATES           |                  |
|                |                                    | FROM               | TO               | FROM            | TO               |
|                | <i>A/P vouchers &amp; invoices</i> | <i>a</i>           | <i>Amer meta</i> | <i>Jan 1982</i> | <i>June 1982</i> |

GRR000919

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1 1</i> | DATE SENT<br><i>1 1</i> |
|-------------------------------|-----------------------------|-------------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

|                                            |                                                |                        |
|--------------------------------------------|------------------------------------------------|------------------------|
| ORIGINATING DEPARTMENT<br><i>Personnel</i> | PREPARED AND SENT BY<br><i>Marlene Kelling</i> | DATE<br><i>6/21/89</i> |
|--------------------------------------------|------------------------------------------------|------------------------|

|                               |                           |                     |                                 |
|-------------------------------|---------------------------|---------------------|---------------------------------|
| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER      |                                 |
| RECEIVED BY:                  | BOX NUMBER<br><i>9559</i> | RECEIVED BY:        | BIN NUMBER<br><i>Perm Vitas</i> |
| DATE:<br><i>1/1</i>           |                           | DATE:<br><i>1/1</i> |                                 |

| FORM NUMBER | DESCRIPTION OF RECORDS            | CONTENTS           |                  |       |    |
|-------------|-----------------------------------|--------------------|------------------|-------|----|
|             |                                   | ALPHABETIC-NUMERIC |                  | DATES |    |
|             |                                   | FROM               | TO               | FROM  | TO |
|             | <i>A/P vouchers &amp; m files</i> | <i>Fisher</i>      | <i>Jan 1982</i>  |       |    |
|             |                                   | <i>Scie to</i>     | <i>June 1980</i> |       |    |
|             |                                   | <i>Bould</i>       |                  |       |    |
|             | <i>9030-77-066</i>                |                    |                  |       |    |

GRR000920

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1/1</i> | DATE SENT<br><i>1/1</i> |
|-------------------------------|-----------------------------|-------------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

|                                                   |                                                    |                       |
|---------------------------------------------------|----------------------------------------------------|-----------------------|
| ORIGINATING DEPARTMENT<br><i>General Services</i> | PREPARED AND SENT BY<br><i>William R. Kichling</i> | DATE<br><i>6/1/82</i> |
|---------------------------------------------------|----------------------------------------------------|-----------------------|

|                               |                |                                     |
|-------------------------------|----------------|-------------------------------------|
| RECORDS PROCESSING DEPARTMENT | RECORDS CENTER | DESTRUCTION DATE<br><i>12-19-89</i> |
|-------------------------------|----------------|-------------------------------------|

|                     |                            |                     |             |
|---------------------|----------------------------|---------------------|-------------|
| RECEIVED BY:        | BOX NUMBER:<br><i>9560</i> | RECEIVED BY:        | BIN NUMBER: |
| DATE:<br><i>1/1</i> |                            | DATE:<br><i>1/1</i> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS             | CONTENTS           |            |             |             |
|----------------|------------------------------------|--------------------|------------|-------------|-------------|
|                |                                    | ALPHABETIC-NUMERIC |            | DATES       |             |
|                |                                    | FROM               | TO         | FROM        | TO          |
|                | <i>9/P Vouchers +<br/>invoices</i> | <i>Res</i>         |            | <i>Jan</i>  | <i>1980</i> |
|                |                                    |                    | <i>Sch</i> | <i>June</i> | <i>1982</i> |

GRR000921

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1/1</i> | DATE SENT<br><i>1/1</i> |
|-------------------------------|-----------------------------|-------------------------|

# 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<br><i>Costs Payable</i> | PREPARED AND SENT BY<br><i>Marlene Beckley</i> | DATE<br><i>12-01</i> |
|------------------------------------------------|------------------------------------------------|----------------------|

|                                                     |
|-----------------------------------------------------|
| DESTRUCTION DATE<br><i>12/1/89</i><br><i>100/80</i> |
|-----------------------------------------------------|

|                               |                           |                                   |            |
|-------------------------------|---------------------------|-----------------------------------|------------|
| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER <i>Per m Vitas</i> |            |
| RECEIVED BY:                  | BOX NUMBER<br><i>9561</i> | RECEIVED BY:                      | BIN NUMBER |
| DATE: <i>1 1</i>              |                           | DATE: <i>1 1</i>                  |            |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                 | CONTENTS           |             |                 |                  |
|----------------|----------------------------------------|--------------------|-------------|-----------------|------------------|
|                |                                        | ALPHABETIC-NUMERIC |             | DATES           |                  |
|                |                                        | FROM               | TO          | FROM            | TO               |
|                | <i>A/P vouchers &amp;<br/>invoices</i> | <i>P7</i>          | <i>Rent</i> | <i>Jan 1982</i> | <i>June 1982</i> |

GRR000922

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1 1</i> | DATE SENT<br><i>1 1</i> |
|-------------------------------|-----------------------------|-------------------------|

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.

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

ORIGINATING DEPARTMENT

PREPARED AND SENT BY

DATE

DESTRUCTION DATE

12-1989

**RECORDS CENTER**

RECEIVED BY:

| BOX NUMBER |
|------------|
|------------|

RECEIVED BY

| BIN NUMBER | DATE       | TIME  | LOCATION | DESCRIPTION        | REMARKS                  |
|------------|------------|-------|----------|--------------------|--------------------------|
| 1          | 10/10/2023 | 10:00 | Room 101 | Initial inspection | Everything in order      |
| 2          | 10/10/2023 | 11:30 | Room 102 | Check equipment    | Minor adjustments needed |
| 3          | 10/10/2023 | 13:00 | Room 103 | Review documents   | Complete and accurate    |
| 4          | 10/10/2023 | 14:30 | Room 104 | Test system        | System functioning well  |
| 5          | 10/10/2023 | 16:00 | Room 105 | Final check        | All tasks completed      |

**DATE:**

DATE \_\_\_\_\_

### DESCRIPTION OF RECORDS

## CONTENTS

**ALPHABETIC-NUMERIC**

### DATES

**FROM**

**TO**

**FROM**

TO

A/P vouchers &  
invoices

Barnes

Cat.

Jan 1982  
June 1982

GRR000923

**DEPARTMENT MANAGER'S APPROVAL**

DATE APPROVED

|           |  |
|-----------|--|
| DATE SENT |  |
|-----------|--|

SCM CORPORATION

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

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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     |
| 6007-10-100            | 1007-10-100          | 10-10-10 |

TO: \_\_\_\_\_

|   |                             |
|---|-----------------------------|
| 7 | DESTRUCTION DATE<br>42-1989 |
|---|-----------------------------|

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER |            |
|-------------------------------|-------------|----------------|------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY    | BIN NUMBER |
| DATE: 1 1                     | 9563        | DATE: 1 1      | Sen Mitas  |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS    | CONTENTS              |    |           |    |
|----------------|---------------------------|-----------------------|----|-----------|----|
|                |                           | ALPHABETIC-NUMERIC    |    | DATES     |    |
|                |                           | FROM                  | TO | FROM      | TO |
|                | A/P vouchers &<br>entries |                       |    | Jan 1968  |    |
|                |                           |                       |    | June 1982 |    |
|                |                           | Datatron<br>El Grande |    |           |    |

GRR000924

GRR000924

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

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U.S.A. 10/78

Original: 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<br><i>Accts Payable</i> | PREPARED AND SENT BY<br><i>Marlene Kepling</i> | DATE<br><i>6/22/82</i> |
|------------------------------------------------|------------------------------------------------|------------------------|

|                               |                           |                     |                                  |
|-------------------------------|---------------------------|---------------------|----------------------------------|
| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER      |                                  |
| RECEIVED BY:                  | BOX NUMBER<br><i>9564</i> | RECEIVED BY:        | BIN NUMBER<br><i>per 7m data</i> |
| DATE:<br><i>1 1</i>           |                           | DATE:<br><i>1 1</i> |                                  |

| FORM NUMBER                   | DESCRIPTION OF RECORDS            | CONTENTS           |    |                  |    |
|-------------------------------|-----------------------------------|--------------------|----|------------------|----|
|                               |                                   | ALPHABETIC-NUMERIC |    | DATES            |    |
|                               |                                   | FROM               | TO | FROM             | TO |
|                               | <i>A/P vouchers &amp; notices</i> | <i>Index</i>       |    | <i>Jan 1962</i>  |    |
|                               |                                   | <i>Warrant</i>     |    | <i>June 1982</i> |    |
| DEPARTMENT MANAGER'S APPROVAL |                                   | DATE APPROVED      |    | DATE SENT        |    |
|                               |                                   | <i>1 1</i>         |    | <i>1 1</i>       |    |

GRR000925

## FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

ORM 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<br><i>Administrative Services</i> | PREPARED AND SENT BY<br><i>Marlene K. H. H. H.</i> | DATE<br><i>1/15/82</i> |
|----------------------------------------------------------|----------------------------------------------------|------------------------|

|                 |
|-----------------|
| TO<br><i>10</i> |
|-----------------|

|                                    |
|------------------------------------|
| DESTRUCTION DATE<br><i>12-1989</i> |
|------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER <i>Per m Vitas</i> |                        |
|-------------------------------|---------------------------|-----------------------------------|------------------------|
| RECEIVED BY:<br><i>1</i>      | BOX NUMBER<br><i>9565</i> | RECEIVED BY<br><i>1</i>           | BIN NUMBER<br><i>1</i> |
| DATE:<br><i>1</i>             |                           | DATE:<br><i>1</i>                 |                        |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS             | CONTENTS           |                |                 |                  |
|----------------|------------------------------------|--------------------|----------------|-----------------|------------------|
|                |                                    | ALPHABETIC-NUMERIC |                | DATES           |                  |
|                |                                    | FROM               | TO             | FROM            | TO               |
|                | <i>a/p invoices &amp; vouchers</i> | <i>How to</i>      | <i>Hygiene</i> | <i>Jan 1982</i> | <i>June 1982</i> |

GRR000926

|                               |                           |                       |
|-------------------------------|---------------------------|-----------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1</i> | DATE SENT<br><i>1</i> |
|-------------------------------|---------------------------|-----------------------|

## SCM CORPORATION

ORIGINATING DEPARTMENT:

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:         |
| <i>C. J. [illegible]</i> | <i>[illegible]</i>    | <i>6/2/51</i> |

|     |                                         |
|-----|-----------------------------------------|
| 14- | DESTRUCTION DATE:<br>6/25/89<br>12-1989 |
|-----|-----------------------------------------|

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER <i>San m Vitas</i> |             |
|-------------------------------|-------------|-----------------------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:                      | BIN NUMBER: |
| DATE: <i>1 1</i>              | <i>9566</i> | DATE: <i>1 1</i>                  |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS     | CONTENTS             |             |       |           |
|----------------|----------------------------|----------------------|-------------|-------|-----------|
|                |                            | ALPHABETIC - NUMERIC |             | DATES |           |
|                |                            | FROM                 | TO          | FROM  | TO        |
|                | A/P Vouchers &<br>invoices | Louis                | to Jan 1980 | Meyer | June 1980 |

GRR000927

GRR000927

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

## 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    |
| Credit Payable         |  | Marlene R. [unclear] | 11/1/61 |

16

DESTRUCTION DATE  
12-1989

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER <i>Pes m. Vitas</i> |            |
|-------------------------------|-------------|------------------------------------|------------|
| RECEIVED BY:                  | BOX NUMBER  | RECEIVED BY:                       | BIN NUMBER |
| DATE: <i>1 1</i>              | <i>9567</i> | DATE: <i>1 1</i>                   |            |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS     | CONTENTS           |                       |       |      |
|----------------|----------------------------|--------------------|-----------------------|-------|------|
|                |                            | ALPHABETIC-NUMERIC |                       | DATES |      |
|                |                            | FROM               | TO                    | FROM  | TO   |
|                | A/P vouchers<br>& invoices | Notl               | Let<br><del>Let</del> | Jan   | 1980 |
|                |                            |                    |                       | June  | 1980 |

GRR000928

GRR000928

|                               |               |           |
|-------------------------------|---------------|-----------|
| 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

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<br><i>Records Processing</i> | PREPARED AND SENT BY<br><i>Marlow</i> | DATE<br><i>6/1/81</i> |
|-----------------------------------------------------|---------------------------------------|-----------------------|

|                                    |
|------------------------------------|
| DESTRUCTION DATE<br><i>12-1989</i> |
|------------------------------------|

|                               |                           |                                  |            |
|-------------------------------|---------------------------|----------------------------------|------------|
| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER <i>Berm Vitas</i> |            |
| RECEIVED BY:                  | BOX NUMBER<br><i>9568</i> | RECEIVED BY                      | BIN NUMBER |
| DATE<br><i>1/1</i>            |                           | DATE<br><i>1/1</i>               |            |

| FORM NUMBER | DESCRIPTION OF RECORDS             | CONTENTS           |            |                 |                 |
|-------------|------------------------------------|--------------------|------------|-----------------|-----------------|
|             |                                    | ALPHABETIC-NUMERIC |            | DATES           |                 |
|             |                                    | FROM               | TO         | FROM            | TO              |
|             | <i>QIP vouchers +<br/>invoices</i> | <i>Scie</i>        | <i>Sun</i> | <i>Jan 1982</i> | <i>Jun 1982</i> |

GRR000929

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1/1</i> | DATE SENT<br><i>1/1</i> |
|-------------------------------|-----------------------------|-------------------------|

## SCM CORPORATION

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<br><i>Director's Office</i> | PREPARED AND SENT BY<br><i>Marion E. Kelley</i> | DATE<br><i>4-1-1</i> |
|----------------------------------------------------|-------------------------------------------------|----------------------|

|                                                             |                                                                            |                             |
|-------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------|
| <div style="text-align: right; margin-right: 50px;">6</div> |                                                                            | DESTRUCTION DATE<br>42-1989 |
| RECORDS PROCESSING DEPARTMENT                               |                                                                            | RECORDS CENTER              |
| RECEIVED BY:                                                | BOX NUMBER:<br><div style="text-align: center; font-size: 2em;">9569</div> | RECEIVED BY:                |
| DATE: 1 / 1                                                 |                                                                            | DATE: 1 / 1                 |
|                                                             |                                                                            | BIN NUMBER                  |

| FORM<br>NUMBER                | DESCRIPTION OF RECORDS     | CONTENTS             |    |                       |    |
|-------------------------------|----------------------------|----------------------|----|-----------------------|----|
|                               |                            | ALPHABETIC-NUMERIC   |    | DATES                 |    |
|                               |                            | FROM                 | TO | FROM                  | TO |
|                               | A/P vouchers &<br>invoices | cliff to<br>Data pro |    | Jan 1980<br>June 1980 |    |
| DEPARTMENT MANAGER'S APPROVAL |                            | DATE APPROVED        |    | DATE SENT             |    |

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 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<br><i>Accounts Payable</i> | PREPARED AND SENT BY<br><i>Marlene Kitching</i> | DATE<br><i>1/22/82</i> |
| TO: <i>1</i>                                      |                                                 |                        |

|                                     |
|-------------------------------------|
| DESTRUCTION DATE<br><i>9/2-1989</i> |
|-------------------------------------|

|                               |                            |                                 |             |
|-------------------------------|----------------------------|---------------------------------|-------------|
| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER <i>Per Mitas</i> |             |
| RECEIVED BY:                  | BOX NUMBER:<br><i>9570</i> | RECEIVED BY:                    | BIN NUMBER: |
| DATE:<br><i>1/1</i>           |                            | DATE:<br><i>1/1</i>             |             |

| FORM NUMBER | DESCRIPTION OF RECORDS             | CONTENTS           |    |                  |    |
|-------------|------------------------------------|--------------------|----|------------------|----|
|             |                                    | ALPHABETIC-NUMERIC |    | DATES            |    |
|             |                                    | FROM               | TO | FROM             | TO |
|             | <i>AIP vouchers &amp; invoices</i> | <i>I -</i>         |    | <i>Jan 1982</i>  |    |
|             |                                    | <i>Int Bus.</i>    |    | <i>June 1982</i> |    |
|             |                                    | <i>mach.</i>       |    |                  |    |

GRR000931

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1/1</i> | DATE SENT<br><i>1/1</i> |
|-------------------------------|-----------------------------|-------------------------|

# 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<br><i>Accts Payable</i> | PREPARED AND SENT BY<br><i>Pauline Kishner</i> | DATE<br><i>6/22/89</i> |
|------------------------------------------------|------------------------------------------------|------------------------|

|    |                                     |
|----|-------------------------------------|
| 15 | DESTRUCTION DATE<br><i>4-2-1989</i> |
|----|-------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER      |                                 |
|-------------------------------|---------------------------|---------------------|---------------------------------|
| RECEIVED BY:                  | BOX NUMBER<br><i>9571</i> | RECEIVED BY:        | BIN NUMBER<br><i>Per m Ulas</i> |
| DATE:<br><i>1/1</i>           |                           | DATE:<br><i>1/1</i> |                                 |

| FORM NUMBER | DESCRIPTION OF RECORDS                                 | CONTENTS           |    |                 |    |
|-------------|--------------------------------------------------------|--------------------|----|-----------------|----|
|             |                                                        | ALPHABETIC-NUMERIC |    | DATES           |    |
|             |                                                        | FROM               | TO | FROM            | TO |
|             | <i>Accts Payable</i><br><i>Vouchers &amp; Invoices</i> |                    |    | <i>Jan 1962</i> |    |
|             |                                                        |                    |    | <i>Jun 1962</i> |    |
|             |                                                        | <i>Meyers</i>      |    |                 |    |
|             |                                                        | <i>Northway</i>    |    |                 |    |

GRR000932

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1/1</i> | DATE SENT<br><i>1/1</i> |
|-------------------------------|-----------------------------|-------------------------|

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.

|     |                  |
|-----|------------------|
| TO: | DESTRUCTION DATE |
|     | 9/1/91           |

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER |            |
|-------------------------------|-------------|----------------|------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:   | BIN NUMBER |
| DATE:                         | 9591        | DATE:          |            |
| 1 1                           |             | 1 1            |            |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                        | CONTENTS               |                       |       |      |
|----------------|-----------------------------------------------|------------------------|-----------------------|-------|------|
|                |                                               | ALPHABETIC-NUMERIC     |                       | DATES |      |
|                |                                               | FROM                   | TO                    | FROM  | TO   |
| N/A            | C&R Div. Credit Dept. Suspense Closeout Files | SS<br>John P.<br>Stack | XYZ<br>Angelo<br>Zini | 7/80  | 6/81 |

GRR000933

|                               |               |           |
|-------------------------------|---------------|-----------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED | DATE SENT |
| <i>[Signature]</i>            | 1 / 1         | 1 / 1     |

# LE-TRANSFER RECORD AND INVENTORY

CM 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<br><i>Records Processing</i> | PREPARED AND SENT BY<br><i>Mac Lane</i> | DATE<br><i>12/1/82</i> |
|-----------------------------------------------------|-----------------------------------------|------------------------|

|                                    |
|------------------------------------|
| DESTRUCTION DATE<br><i>12-1989</i> |
|------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER          |                              |
|-------------------------------|---------------------------|-------------------------|------------------------------|
| RECEIVED BY<br><i>1</i>       | BOX NUMBER<br><i>9572</i> | RECEIVED BY<br><i>1</i> | BIN NUMBER<br><i>12-1989</i> |
| DATE<br><i>1</i>              |                           | DATE<br><i>1</i>        |                              |

| FORM NUMBER | DESCRIPTION OF RECORDS             | CONTENTS                       |    |                  |    |
|-------------|------------------------------------|--------------------------------|----|------------------|----|
|             |                                    | ALPHABETIC-NUMERIC             |    | DATES            |    |
|             |                                    | FROM                           | TO | FROM             | TO |
|             | <i>alp vouchers &amp; invoices</i> |                                |    | <i>Jan 1980</i>  |    |
|             |                                    |                                |    | <i>June 1982</i> |    |
|             |                                    | <i>Under Red Cross Bankers</i> |    |                  |    |

GRR000934

|                               |                           |                       |
|-------------------------------|---------------------------|-----------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1</i> | DATE SENT<br><i>1</i> |
|-------------------------------|---------------------------|-----------------------|

# 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<br><i>Records Processing</i> | PREPARED AND SENT BY<br><i>Marlene Hill</i> | DATE<br><i>1-1-82</i> |
|-----------------------------------------------------|---------------------------------------------|-----------------------|

|                                     |
|-------------------------------------|
| DESTRUCTION DATE<br><i>4-2-1989</i> |
|-------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER     |            |
|-------------------------------|---------------------------|--------------------|------------|
| RECEIVED BY                   | BOX NUMBER<br><i>9573</i> | RECEIVED BY        | BIN NUMBER |
| DATE<br><i>1/1</i>            |                           | DATE<br><i>1/1</i> |            |

| FORM NUMBER | DESCRIPTION OF RECORDS             | CONTENTS           |           |                  |    |
|-------------|------------------------------------|--------------------|-----------|------------------|----|
|             |                                    | ALPHABETIC-NUMERIC |           | DATES            |    |
|             |                                    | FROM               | TO        | FROM             | TO |
|             | <i>a/p vouchers &amp; invoices</i> | <i>Cal</i>         | <i>to</i> | <i>Jan 1982</i>  |    |
|             |                                    | <i>Clev</i>        |           | <i>June 1982</i> |    |
|             |                                    | <i>Value</i>       |           |                  |    |

GRR000935

|                               |                             |                         |
|-------------------------------|-----------------------------|-------------------------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED<br><i>1/1</i> | DATE SENT<br><i>1/1</i> |
|-------------------------------|-----------------------------|-------------------------|

# 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

**Human Resources**

**Karen M. Jones**

**2 / 17 / 83**

**Records Center**

DESTRUCTION DATE

*Perm*

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY

BOX NUMBER

RECEIVED BY

BIN NUMBER

DATE

DATE

**9577**

| FORM NUMBER         | DESCRIPTION OF RECORDS               | CONTENTS           |    |       |    |
|---------------------|--------------------------------------|--------------------|----|-------|----|
|                     |                                      | ALPHABETIC-NUMERIC |    | DATES |    |
|                     |                                      | FROM               | TO | FROM  | TO |
| <b>GENERAL</b>      | General Information                  |                    |    | 1980  |    |
|                     | Employment/Employees                 |                    |    | 1980  |    |
|                     | Monthly Operating Report             |                    |    | 1980  |    |
| <b>PLANT</b>        | Painters #1309                       |                    |    | 1980  |    |
|                     | Employment/Employees                 |                    |    | 1980  |    |
|                     | Tenants #429                         |                    |    | 1980  |    |
|                     | Minutes of Union Relations Committee |                    |    | 1980  |    |
|                     | General Information                  |                    |    | 1980  |    |
| <b>OTTE</b>         | Operating Engineers #465             |                    |    | 1980  |    |
|                     | General Information                  |                    |    | 1980  |    |
|                     | Employment/Employees                 |                    |    | 1980  |    |
| <b>MINNEAPOLIS</b>  | General Information                  |                    |    | 1980  |    |
| <b>OUTREAST</b>     | Hourly Employees                     |                    |    | 1980  |    |
|                     | General Information                  |                    |    | 1980  |    |
|                     | Employment/Employees                 |                    |    | 1980  |    |
| <b>DETROIT KICS</b> | Employment/Employees                 |                    |    | 1980  |    |
|                     | General Information                  |                    |    | 1980  |    |
| <b>FCC</b>          | Employment/Employees                 |                    |    | 1980  |    |
|                     | Monthly Letter of Comment            |                    |    | 1980  |    |
|                     | Hourly Employees                     |                    |    | 1980  |    |
|                     | Local #958                           |                    |    | 1980  |    |
|                     | General Information                  |                    |    | 1980  |    |
| <b>MTT/MORE</b>     | Employment/Employees                 |                    |    | 1980  |    |
|                     | General Information                  |                    |    | 1980  |    |
|                     | Painters #1937                       |                    |    | 1980  |    |

*1100-79-051*

GRR000936

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

*[Signatures and dates]*

SCM CORPORATION

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

ORIGINATING DEPARTMENT

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.

**C&R DIVISION CREDIT**

PREPARED AND SENT BY:

Marie Susan

DATE

7 / 15 / 83

DESTRUCTION DATE:

**9/1/91**

## RECORDS CENTER

RECEIVED BY:

**BOX NUMBER:**

RECEIVED BY:

| BIN NUMBER | DATE       | TIME    | LOCATION | DESCRIPTION | REMARKS |
|------------|------------|---------|----------|-------------|---------|
| 1          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 2          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 3          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 4          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 5          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 6          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 7          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 8          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 9          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 10         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 11         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 12         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 13         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 14         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 15         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 16         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 17         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 18         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 19         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 20         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 21         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 22         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 23         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 24         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 25         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 26         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 27         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 28         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 29         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 30         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 31         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 32         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 33         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 34         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 35         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 36         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 37         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
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| 39         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
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| 41         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
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| 45         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
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| 47         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 48         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
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| 50         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
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| 52         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
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| 54         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 55         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 56         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 57         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 58         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 59         | 10/10/2023 | 10:00</ |          |             |         |

**DATE:**

DATE:

9590

**FORM  
NUMBER**

### DESCRIPTION OF RECORDS

## CONTENTS

### ALPHABETIC-NUMERIC

## DATES

**FROM**

TO

**FROM**

**TO**

**W/A**

**C&R Div. Credit Dept. Suspense Closeout Files**

GA

**JZ**

GMC Paint Jorasco,  
Company Inc.

7/80

6/81

1100-77-045

**GRR000937**

DEPARTMENT MANAGER'S APPROVAL

**DATE APPROVED**

| DATE SENT | TO  | FROM | REMARKS |
|-----------|-----|------|---------|
| 11/1/54   | ... | ...  | ...     |
| 11/2/54   | ... | ...  | ...     |
| 11/3/54   | ... | ...  | ...     |
| 11/4/54   | ... | ...  | ...     |
| 11/5/54   | ... | ...  | ...     |
| 11/6/54   | ... | ...  | ...     |
| 11/7/54   | ... | ...  | ...     |
| 11/8/54   | ... | ...  | ...     |
| 11/9/54   | ... | ...  | ...     |
| 11/10/54  | ... | ...  | ...     |
| 11/11/54  | ... | ...  | ...     |
| 11/12/54  | ... | ...  | ...     |
| 11/13/54  | ... | ...  | ...     |
| 11/14/54  | ... | ...  | ...     |
| 11/15/54  | ... | ...  | ...     |
| 11/16/54  | ... | ...  | ...     |
| 11/17/54  | ... | ...  | ...     |
| 11/18/54  | ... | ...  | ...     |
| 11/19/54  | ... | ...  | ...     |
| 11/20/54  | ... | ...  | ...     |
| 11/21/54  | ... | ...  | ...     |
| 11/22/54  | ... | ...  | ...     |
| 11/23/54  | ... | ...  | ...     |
| 11/24/54  | ... | ...  | ...     |
| 11/25/54  | ... | ...  | ...     |
| 11/26/54  | ... | ...  | ...     |
| 11/27/54  | ... | ...  | ...     |
| 11/28/54  | ... | ...  | ...     |
| 11/29/54  | ... | ...  | ...     |
| 11/30/54  | ... | ...  | ...     |

## 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:<br><b>C&amp;R Division Credit</b> | PREPARED AND SENT BY:<br><b>Marie James</b> | DATE:<br><b>7 / 15 / 83</b> |
|-----------------------------------------------------------|---------------------------------------------|-----------------------------|

DESTRUCTION DATE

✓  
9/1/91

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER     |             |
|-------------------------------|-------------|--------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:       | BIN NUMBER: |
| DATE: <b>1 / 1</b>            | <b>9592</b> | DATE: <b>1 / 1</b> |             |

| FORM<br>NUMBER                | DESCRIPTION OF RECORDS                                   | CONTENTS                                                 |                                                                |              |             |
|-------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------|--------------|-------------|
|                               |                                                          | ALPHABETIC-NUMERIC                                       |                                                                | DATES        |             |
|                               |                                                          | FROM                                                     | TO                                                             | FROM         | TO          |
| <b>N/A</b>                    | <b>C&amp;R Div. Credit Dept. Suspense Closeout Files</b> | <b>PI</b><br><b>Donald P. Spinnello</b><br><b>Pierce</b> | <b>SR</b><br><b>Construction</b><br><b>Co.,</b><br><b>Inc.</b> | <b>7/80</b>  | <b>6/81</b> |
|                               |                                                          | <b>GRR000938</b>                                         |                                                                |              |             |
| DEPARTMENT MANAGER'S APPROVAL |                                                          | DATE APPROVED                                            |                                                                | DATE SENT    |             |
|                               |                                                          | <b>1 / 1</b>                                             |                                                                | <b>1 / 1</b> |             |

# 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:<br><b>C&amp;R Division Credit</b> | PREPARED AND SENT BY:<br><b>Marie James</b> | DATE:<br><b>7 / 15 / 83</b> |
|-----------------------------------------------------------|---------------------------------------------|-----------------------------|

DESTRUCTION DATE  
 ✓ **9/1/91**

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER     |             |
|-------------------------------|-------------|--------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:       | BIN NUMBER: |
| DATE: <b>1 / 1</b>            | <b>9616</b> | DATE: <b>1 / 1</b> |             |

| FORM NUMBER | DESCRIPTION OF RECORDS                                                 | CONTENTS                |                                           |       |           |
|-------------|------------------------------------------------------------------------|-------------------------|-------------------------------------------|-------|-----------|
|             |                                                                        | ALPHABETIC-NUMERIC      |                                           | DATES |           |
|             |                                                                        | FROM                    | TO                                        | FROM  | TO        |
| N/A         | C&R Div. Credit Dept. Suspense Closeout Files<br><br><i>113-77-045</i> | CI<br>Walter D. Ciaroni | FZ<br>Pitura Stone<br>of Atlanta,<br>Inc. | 7/80/ | 6/81      |
|             |                                                                        |                         |                                           |       | GRR000939 |

|                                |                |              |
|--------------------------------|----------------|--------------|
| DEPARTMENT MANAGER'S APPROVAL: | DATE APPROVED: | DATE SENT:   |
| <i>[Signature]</i>             | <b>1 / 1</b>   | <b>1 / 1</b> |

## FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

|                                                      |                                            |                            |
|------------------------------------------------------|--------------------------------------------|----------------------------|
| ORIGINATING DEPARTMENT<br><b>CSR Division Credit</b> | PREPARED AND SENT BY<br><b>Marie James</b> | DATE<br><b>7 / 15 / 83</b> |
|------------------------------------------------------|--------------------------------------------|----------------------------|

DESTRUCTION DATE

✓  
**9/1/91**

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER     |            |
|-------------------------------|-------------|--------------------|------------|
| RECEIVED BY:                  | BOX NUMBER  | RECEIVED BY:       | BIN NUMBER |
| DATE: <b>1 / 1</b>            | <b>9619</b> | DATE: <b>1 / 1</b> |            |

| FORM NUMBER      | DESCRIPTION OF RECORDS                                                         | CONTENTS                                  |                                                                                                        |             |             |
|------------------|--------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------|-------------|
|                  |                                                                                | ALPHABETIC-NUMERIC                        |                                                                                                        | DATES       |             |
|                  |                                                                                | FROM                                      | TO                                                                                                     | FROM        | TO          |
| <b>N/A</b>       | <b>CSR Div. Credit Dept. Suspense Closeout Files</b><br><br><i>1100-77-045</i> | <b>KA</b><br><b>Robert</b><br><b>Kaim</b> | <b>PH</b><br><b>Phoenix</b><br><b>Investment</b><br><b>&amp; Rede-</b><br><b>velop-</b><br><b>ment</b> | <b>7/80</b> | <b>6/81</b> |
| <b>GRR000940</b> |                                                                                |                                           |                                                                                                        |             |             |

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 58 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<br><b>C&amp;R Division Credit</b> | PREPARED AND SENT BY<br><b>Marie James</b> | DATE<br><b>07 / 15 / 83</b> |
|----------------------------------------------------------|--------------------------------------------|-----------------------------|

|     |  |                                                         |
|-----|--|---------------------------------------------------------|
| TO: |  | DESTRUCTION DATE<br><b>9/1/91</b><br><del>12/7/78</del> |
|-----|--|---------------------------------------------------------|

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER     |            |
|-------------------------------|-------------|--------------------|------------|
| RECEIVED BY:                  | BOX NUMBER  | RECEIVED BY        | BIN NUMBER |
| DATE: <b>1 / 1</b>            | <b>9622</b> | DATE: <b>1 / 1</b> |            |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                                                       | CONTENTS           |                        |       |      |
|----------------|----------------------------------------------------------------------------------------------|--------------------|------------------------|-------|------|
|                |                                                                                              | ALPHABETIC-NUMERIC |                        | DATES |      |
|                |                                                                                              | FROM               | TO                     | FROM  | TO   |
| n/a            | C&R Div. Credit Dept. Suspense Closeout Files As<br>A&B Hard-Chinook<br>were Limited<br>ited |                    | CH<br>Mobilodge<br>Co. | 7/80  | 6/81 |
| 1100-77-045    |                                                                                              |                    |                        |       |      |
| GRR000941      |                                                                                              |                    |                        |       |      |

|                                           |                               |                           |
|-------------------------------------------|-------------------------------|---------------------------|
| DEPARTMENT MANAGER'S APPROVAL<br><b>T</b> | DATE APPROVED<br><b>1 / 1</b> | DATE SENT<br><b>1 / 1</b> |
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## FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

Original

Top White

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Green

Wet and attach to inside box cover

To Records Center inside box

To Records Center inside box

To Records Center inside box

Retain for File

N. ANATING DEPARTMENT

PREPARED AND SENT BY

DATE

C &amp; R Cost Accounting

Rita Boyko

7-26-29 / 92

TO:

DESTRUCTION DATE

7/89

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER

RECEIVED BY

BIN NUMBER

DATE:

DATE

9650

FORM  
NUMBER

DESCRIPTION OF RECORDS

## CONTENTS

## ALPHABETIC-NUMERIC

## DATES

FROM

TO

FROM

TO

D/V Physical 1982 • Write Ins  
Regions #2, 8, 16, 14

1100-77-134

GRR000942

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

## SCM CORPORATION

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

NATING DEPARTMENT.

PREPARED AND SENT BY

Rita Boyko

DATE \_\_\_\_\_

7 / 29 / 83

TO

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.

DESTRUCTION DATE

7/89

**RECORDS PROCESSING DEPARTMENT**

RECORDS CENTER

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RECEIVED BY

| BIN NUMBER | DATE       | TIME    | LOCATION | DESCRIPTION | REMARKS |
|------------|------------|---------|----------|-------------|---------|
| 1          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 2          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 3          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 4          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 5          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 6          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 7          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 8          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 9          | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 10         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 11         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 12         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 13         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 14         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 15         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 16         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 17         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 18         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 19         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 20         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 21         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 22         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 23         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 24         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 25         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 26         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 27         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 28         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 29         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 30         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 31         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 32         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 33         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 34         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 35         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 36         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 37         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 38         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 39         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 40         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 41         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 42         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 43         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 44         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 45         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 46         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 47         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 48         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 49         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 50         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
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| 52         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 53         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 54         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 55         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 56         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 57         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 58         | 10/10/2023 | 10:00   | 101      | 101         | 101     |
| 59         | 10/10/2023 | 10:00</ |          |             |         |

ATE:

DATE

9651

**FORM  
NUMBER**

### DESCRIPTION OF RECORDS

## CONTENTS

**ALPHABETIC-NUMERIC**

## DATES

**FROM**

TO

**FROM**

TO

LIFO July 11, 1982

**Regions # 2, 8**

**GRR000943**

**ARTMENT MANAGER'S APPROVAL**

DATE APPROVED \_\_\_\_\_

|           |  |
|-----------|--|
| DATE SENT |  |
|-----------|--|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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<br><b>C &amp; R Cost Accounting</b> | PREPARED AND SENT BY<br><b>Rita Boyko</b> | DATE<br><b>7 / 29 / 83</b> |
|------------------------------------------------------------|-------------------------------------------|----------------------------|

|                                 |
|---------------------------------|
| DESTRUCTION DATE<br><b>7/89</b> |
|---------------------------------|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER       |            |
|-------------------------------|---------------------------|----------------------|------------|
| RECEIVED BY:                  | BOX NUMBER<br><b>9652</b> | RECEIVED BY          | BIN NUMBER |
| DATE<br><b>1 / 1</b>          |                           | DATE<br><b>1 / 1</b> |            |

| FORM<br>NUMBER                | DESCRIPTION OF RECORDS                           | CONTENTS           |    |           |    |
|-------------------------------|--------------------------------------------------|--------------------|----|-----------|----|
|                               |                                                  | ALPHABETIC-NUMERIC |    | DATES     |    |
|                               |                                                  | FROM               | TO | FROM      | TO |
|                               | D/U Physical 1982 + Write Ins<br>Regopns # 1, 17 |                    |    |           |    |
| DEPARTMENT MANAGER'S APPROVAL |                                                  | DATE APPROVED      |    | DATE SENT |    |
|                               |                                                  |                    |    |           |    |

GRR000944

## FILE TRANSFER RECORD AND INVENTORY

CM CORPORATION

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.

1988 PRINTED IN U.S.A. 10/78

ORIGINATING DEPARTMENT:

C &amp; R Cost Accounting

PREPARED AND SENT BY:

Rita Royko

DATE

7 / 29 / 88

TO:

DESTRUCTION DATE

7/89

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER

RECEIVED BY

BIN NUMBER

DATE:

/ /

9653

DATE

/ /

FORM  
NUMBER

DESCRIPTION OF RECORDS

## CONTENTS

## ALPHABETIC-NUMERIC

## DATES

FROM

TO

FROM

TO

D/U Physical 1981 + Write ins  
Regions #2, 8, 16

GRR000945

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

|           |  |
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| DATE SENT |  |
|-----------|--|

SCM CORPORATION

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<br><b>&amp; R Cost Accounting</b> | PREPARED AND SENT BY<br><b>Rita Boyko</b> | DATE<br><b>7 / 29 / 83</b> |
|----------------------------------------------------------|-------------------------------------------|----------------------------|

7th TO

|  |                            |
|--|----------------------------|
|  | DESTRUCTION DATE<br>✓ 7/89 |
|--|----------------------------|

| RECORDS PROCESSING DEPARTMENT |            | RECORDS CENTER |            |
|-------------------------------|------------|----------------|------------|
| RECEIVED BY:                  | BOX NUMBER | RECEIVED BY    | BIN NUMBER |
| DATE: 1 1                     | 9663       | DATE 1 1       |            |

| FORM<br>NUMBER                                      | DESCRIPTION OF RECORDS                              | CONTENTS                 |    |                  |    |
|-----------------------------------------------------|-----------------------------------------------------|--------------------------|----|------------------|----|
|                                                     |                                                     | ALPHABETIC-NUMERIC       |    | DATES            |    |
|                                                     |                                                     | FROM                     | TO | FROM             | TO |
|                                                     | <p>LIFO July 1982</p> <p>Regions #16, 17, 14, 1</p> |                          |    |                  |    |
| DEPARTMENT MANAGER'S APPROVAL<br><i>[Signature]</i> |                                                     | DATE APPROVED<br>7/13/12 |    | DATE SENT<br>1 1 |    |

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U. S. A. 10/78

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

& R Cost Accounting

PREPARED AND SENT BY

Rita Boyko

DATE

7 / 29 / 83

DESTRUCTION DATE

7/89

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER

RECEIVED BY

BIN NUMBER

DATE:

1 / 1

9664

DATE

1 / 1

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

LIFO November, 1982

Regions #16,17,2

GRR000948

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

7 / 1 / 83

DATE SENT

1 / 1

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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<br><b>R Cost Accounting</b> | PREPARED AND SENT BY<br><b>Rita Boyko</b> | DATE<br><b>7 / 29 / 82</b> |
|----------------------------------------------------|-------------------------------------------|----------------------------|

|                                 |  |
|---------------------------------|--|
| DESTRUCTION DATE<br><b>7/89</b> |  |
|---------------------------------|--|

| RECORDS PROCESSING DEPARTMENT |                           | RECORDS CENTER     |            |
|-------------------------------|---------------------------|--------------------|------------|
| RECEIVED BY:                  | BOX NUMBER<br><b>9666</b> | RECEIVED BY        | BIN NUMBER |
| DATE: <b>1 / 1</b>            |                           | DATE: <b>1 / 1</b> |            |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                         | CONTENTS           |    |       |    |
|----------------|------------------------------------------------|--------------------|----|-------|----|
|                |                                                | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                                                | FROM               | TO | FROM  | TO |
|                | LIFO - November, 1982<br><br>Regions #14, 1, 8 |                    |    |       |    |

GRR000949

|                                                     |                               |                           |
|-----------------------------------------------------|-------------------------------|---------------------------|
| DEPARTMENT MANAGER'S APPROVAL<br><i>[Signature]</i> | DATE APPROVED<br><b>1 / 1</b> | DATE SENT<br><b>1 / 1</b> |
|-----------------------------------------------------|-------------------------------|---------------------------|

## FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 58 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

TO

DESTRUCTION DATE

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

FORM  
NUMBER

DESCRIPTION OF RECORDS

## CONTENTS

## ALPHABETIC-NUMERIC

## DATES

FROM

TO

FROM

TO

Inventory Checks

8/80

7/81

GRR000950

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

M.D. Neal Dept

Kou New

8/4/83

Ross - Martin

DESTRUCTION DATE

~~8/4/90~~  
2/9/90

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER

DATE:

/ /

9672

DATE:

/ /

12/1997

Per Jim Baker

CONTENTS

FORM  
NUMBER

DESCRIPTION OF RECORDS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

Cash Receipts  
books

GRR000951

DEPARTMENT MANAGER'S APPROVAL

Kou New

DATE APPROVED

8/9/83

DATE SENT

/ /

## 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

Cap. General Acct

Karl W. W.

8/9/83

TO

Kozz Martin

DESTRUCTION DATE

Perm  
8/1/90

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER

RECEIVED BY:

BIN NUMBER

DATE:

1/1

9673

DATE:

1/1

12/1997  
per Jim Baker

## CONTENTS

| FORM<br>NUMBER | DESCRIPTION OF RECORDS | ALPHABETIC-NUMERIC |    | DATES |      |
|----------------|------------------------|--------------------|----|-------|------|
|                |                        | FROM               | TO | FROM  | TO   |
|                | Cash Receipts          |                    |    | 1/81  | 9/81 |

GRR000952

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

Karl W.

8/9/83

1/1

SCM CORPORATION

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.

DESTRUCTION DATE  
Per  
8/9/90

| CONTENTS |       |    |
|----------|-------|----|
| ERIC     | DATES |    |
|          | FROM  | TO |

**GRR000953**

|                                                     |                         |                  |
|-----------------------------------------------------|-------------------------|------------------|
| DEPARTMENT MANAGER'S APPROVAL<br><i>[Signature]</i> | DATE APPROVED<br>8/9/83 | DATE SENT<br>1/1 |
|-----------------------------------------------------|-------------------------|------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 58 PRINTED IN U. S. A. 10/78

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:<br><i>Corp. General Mgmt.</i> | PREPARED AND SENT BY:<br><i>Ken Chow</i> | DATE:<br><i>8/9/85</i>             |
| SHIP TO:<br><i>Ross - Martin</i>                      |                                          | DESTRUCTION DATE:<br><i>8/9/90</i> |

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER        |             |
|-------------------------------|----------------------------|-----------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>9675</i> | RECEIVED BY:          | BIN NUMBER: |
| DATE:<br><i>1 / 1</i>         |                            | DATE:<br><i>1 / 1</i> |             |

| FORM NUMBER | DESCRIPTION OF RECORDS | CONTENTS           |    |             |              |
|-------------|------------------------|--------------------|----|-------------|--------------|
|             |                        | ALPHABETIC-NUMERIC |    | DATES       |              |
|             |                        | FROM               | TO | FROM        | TO           |
|             | <i>Travelers Check</i> |                    |    | <i>8/81</i> | <i>11/82</i> |

GRR000954

|                                                   |                                  |                            |
|---------------------------------------------------|----------------------------------|----------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>Ken Chow</i> | DATE APPROVED:<br><i>8/18/83</i> | DATE SENT:<br><i>1 / 1</i> |
|---------------------------------------------------|----------------------------------|----------------------------|

## FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U. S. A. 10/78

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

Orig. General acct

HMC New

01/9/83

SUB TO  
Cross - Motion

DESTRUCTION DATE

Perm

2/17/90

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER

RECEIVED BY:

BIN NUMBER

DATE:

1 1

9676

DATE

1 1

12/1997

per Jim Baker

## CONTENTS

| FORM<br>NUMBER | DESCRIPTION OF RECORDS | ALPHABETIC-NUMERIC |    | DATES |      |
|----------------|------------------------|--------------------|----|-------|------|
|                |                        | FROM               | TO | FROM  | TO   |
|                | Cash Receipts          |                    |    | 6/82  | 12/8 |

GRR000955

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

HMC New

8/19/83

1 1

# FILE TRANSFER RECORD AND INVENTORY

GLIDDEN-DURKEE

DIVISION OF SCM CORPORATION

FORM 68 PRINTED IN U.S.A. 2/75

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

DESTRUCTION DATE

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY

BOX NUMBER

RECEIVED BY

BIN NUMBER

DATE

DATE

9679

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

Cash - 1/20/75  
 Figure - 1/20/75

1/20/75 - 1/20/75

1/20/75 - 1/20/75

1/20/75 - 1/20/75

GRR000956

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

## FILE TRANSFER RECORD AND INVENTORY

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.

SCM CORPORATION

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

ORIGINATING DEPARTMENT:

PREPARED AND SENT BY:

DATE

FILE TO:

DESTRUCTION DATE:

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

## DESCRIPTION OF RECORDS

## CONTENTS

## ALPHABETIC-NUMERIC

## DATES

FROM

TO

FROM

TO

Detail Report

March  
1982April  
1982

GRR000957

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:<br><i>Corp Internal Mgtg</i> | PREPARED AND SENT BY:<br><i>Neil Knapke</i> | DATE:<br><i>8/1/90</i> |
|------------------------------------------------------|---------------------------------------------|------------------------|

|                              |                                    |
|------------------------------|------------------------------------|
| TO:<br><i>Records Center</i> | DESTRUCTION DATE:<br><i>8/1/90</i> |
|------------------------------|------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER      |             |
|-------------------------------|----------------------------|---------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>9681</i> | RECEIVED BY:        | BIN NUMBER: |
| DATE:<br><i>1/1</i>           |                            | DATE:<br><i>1/1</i> |             |

| FORM NUMBER | DESCRIPTION OF RECORDS           | CONTENTS           |    |             |             |
|-------------|----------------------------------|--------------------|----|-------------|-------------|
|             |                                  | ALPHABETIC-NUMERIC |    | DATES       |             |
|             |                                  | FROM               | TO | FROM        | TO          |
|             | <i>yellow copies transferred</i> |                    |    |             |             |
|             | <i>Checks</i>                    |                    |    |             |             |
|             | <i>Ferry Cash back up</i>        |                    |    | <i>3/25</i> | <i>4/25</i> |
|             | <i>Bank reconciliations</i>      |                    |    | <i>1/2</i>  | <i>1/12</i> |

GRR000958

|                                                      |                              |
|------------------------------------------------------|------------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>Neil Knapke</i> | DATE APPROVED:<br><i>1/1</i> |
|------------------------------------------------------|------------------------------|

SCM CORPORATION

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             |
| P. H. [illegible]       | [illegible]          | 8 / 10 / 72      |
|                         |                      | DESTRUCTION DATE |
|                         |                      | [illegible]      |

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER |             |
|-------------------------------|-------------|----------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:   | BIN NUMBER: |
| DATE:                         | 9683        | DATE:          |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS | CONTENTS           |    |       |      |
|----------------|------------------------|--------------------|----|-------|------|
|                |                        | ALPHABETIC-NUMERIC |    | DATES |      |
|                |                        | FROM               | TO | FROM  | TO   |
|                | Daryl Karp             |                    |    | 1971  | 1972 |

GRR000959

|                               |               |           |
|-------------------------------|---------------|-----------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED | DATE SENT |
| <i>[Signature]</i>            | 2 / 1 / 62    | 1 / 1     |

# FILE TRANSFER RECORD AND INVENTORY

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.

SCM CORPORATION

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

|                                                      |                                               |                         |
|------------------------------------------------------|-----------------------------------------------|-------------------------|
| ORIGINATING DEPARTMENT:<br><i>SLP. General Dept.</i> | PREPARED AND SENT BY:<br><i>Paul K. Kople</i> | DATE:<br><i>8/11/93</i> |
|------------------------------------------------------|-----------------------------------------------|-------------------------|

|                          |                                     |
|--------------------------|-------------------------------------|
| TO:<br><i>RDD Graham</i> | DESTRUCTION DATE:<br><i>8/11/90</i> |
|--------------------------|-------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER      |             |
|-------------------------------|----------------------------|---------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>9684</i> | RECEIVED BY:        | BIN NUMBER: |
| DATE:<br><i>1/1</i>           |                            | DATE:<br><i>1/1</i> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS              | CONTENTS           |    |                       |    |
|----------------|-------------------------------------|--------------------|----|-----------------------|----|
|                |                                     | ALPHABETIC-NUMERIC |    | DATES                 |    |
|                |                                     | FROM               | TO | FROM                  | TO |
|                | <i>Contract<br/>Cancelled check</i> |                    |    | <i>April<br/>1993</i> |    |

GRR000960

|                                                        |                                  |                          |
|--------------------------------------------------------|----------------------------------|--------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>Paul K. Kople</i> | DATE APPROVED:<br><i>8/11/93</i> | DATE SENT:<br><i>1/1</i> |
|--------------------------------------------------------|----------------------------------|--------------------------|

## FILE TRANSFER RECORD AND INVENTORY

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.

SEM CORPORATION

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

ORIGINATING DEPARTMENT:

PREPARED AND SENT BY:

DATE

9/11/83

DESTRUCTION DATE

9/11/90

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

9685

FORM  
NUMBER

DESCRIPTION OF RECORDS

## CONTENTS

## ALPHABETIC-NUMERIC

## DATES

FROM

TO

FROM

TO

Overnight  
Check Status Record  
check required

812 1213

GRR000961

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

J. M. K. K. K.

9/11/83

1/1

# 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

1000

7/16/80

8/11/80

TO: 1000

DESTRUCTION DATE:

8/11/90

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

1/1

9686

DATE:

1/1

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

body A/P - Oct 1987

cti A/P - Nov - Dec

Cancelled checks

GRR000962

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

Paul Kopp

1/1

1/1

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 58 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:<br><i>General Accounting</i> | PREPARED AND SENT BY:<br><i>Paul K. Kope</i> | DATE:<br><i>8/11/83</i>             |
| SHIP TO:<br><i>General Accounting</i>                |                                              | DESTRUCTION DATE:<br><i>8/11/83</i> |

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER      |             |
|-------------------------------|----------------------------|---------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>9687</i> | RECEIVED BY:        | BIN NUMBER: |
| DATE:<br><i>1/1</i>           |                            | DATE:<br><i>1/1</i> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS    | CONTENTS           |          |             |             |
|----------------|---------------------------|--------------------|----------|-------------|-------------|
|                |                           | ALPHABETIC-NUMERIC |          | DATES       |             |
|                |                           | FROM               | TO       | FROM        | TO          |
|                | <i>General Accounting</i> |                    | <i>1</i> | <i>1981</i> | <i>1981</i> |

GRR000963

|                                                       |                                  |                          |
|-------------------------------------------------------|----------------------------------|--------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>Paul K. Kope</i> | DATE APPROVED:<br><i>8/11/83</i> | DATE SENT:<br><i>1/1</i> |
|-------------------------------------------------------|----------------------------------|--------------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U.S.A. 10/78

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:

SHIP TO:

DESTRUCTION DATE

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

9688

### CONTENTS

#### ALPHABETIC-NUMERIC

#### DATES

FROM

TO

FROM

TO

FORM  
NUMBER

DESCRIPTION OF RECORDS

General Ledger

7/1/78  
1/1/79

GRR000964

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

Bill Kopeck

8/1/78

1/1

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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:<br><i>Int. Sec. 7001</i> | PREPARED AND SENT BY:<br><i>Paul Jacobs</i> | DATE:<br><i>9/11/90</i> |
|--------------------------------------------------|---------------------------------------------|-------------------------|

|                                 |                                     |
|---------------------------------|-------------------------------------|
| SHIP TO:<br><i>Headquarters</i> | DESTRUCTION DATE:<br><i>9/11/90</i> |
|---------------------------------|-------------------------------------|

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER        |             |
|-------------------------------|----------------------------|-----------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>9689</i> | RECEIVED BY:          | BIN NUMBER: |
| DATE:<br><i>1 / 1</i>         |                            | DATE:<br><i>1 / 1</i> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS               | CONTENTS           |    |                     |    |
|----------------|--------------------------------------|--------------------|----|---------------------|----|
|                |                                      | ALPHABETIC-NUMERIC |    | DATES               |    |
|                |                                      | FROM               | TO | FROM                | TO |
|                | <i>Uncontact<br/>Contacted check</i> |                    |    | <i>May<br/>1973</i> |    |

GRR000965

|                                                      |                                  |                            |
|------------------------------------------------------|----------------------------------|----------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>Paul Jacobs</i> | DATE APPROVED:<br><i>9/11/90</i> | DATE SENT:<br><i>1 / 1</i> |
|------------------------------------------------------|----------------------------------|----------------------------|

# 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:<br><i>Mr. C. Annual report</i> | PREPARED AND SENT BY:<br><i>Will Kasper</i> | DATE:<br><i>1/1/90</i> |
|--------------------------------------------------------|---------------------------------------------|------------------------|

|                                   |                                  |
|-----------------------------------|----------------------------------|
| SHIP TO:<br><i>Records Center</i> | DESTRUCTION DATE:<br><i>8/90</i> |
|-----------------------------------|----------------------------------|

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER      |             |
|-------------------------------|----------------------------|---------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>9690</i> | RECEIVED BY:        | BIN NUMBER: |
| DATE:<br><i>1/1</i>           |                            | DATE:<br><i>1/1</i> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS        | CONTENTS           |    |             |             |
|----------------|-------------------------------|--------------------|----|-------------|-------------|
|                |                               | ALPHABETIC-NUMERIC |    | DATES       |             |
|                |                               | FROM               | TO | FROM        | TO          |
|                | <i>Person cancelled check</i> |                    |    | <i>6/82</i> | <i>7/82</i> |

GRR000966

|                                                      |                                 |                          |
|------------------------------------------------------|---------------------------------|--------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>Will Kasper</i> | DATE APPROVED:<br><i>1/1/90</i> | DATE SENT:<br><i>1/1</i> |
|------------------------------------------------------|---------------------------------|--------------------------|

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT:

PREPARED AND SENT BY:

DATE:

SHIP TO:

DESTRUCTION DATE:

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

9691

FORM  
NUMBER

DESCRIPTION OF RECORDS

## CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

Ordinance to (unlabeled)

1982

1984

GRR000967

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

DATE RECEIVED

11/11/83

1/1

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:<br><b>Payroll Dept.</b>                                                                      |                                                                                   | PREPARED AND SENT BY:<br><b>Diana Scott</b> |             | DATE<br><b>8 / 9 / 83</b>        |                 |
| RECORD RETENTION                                                                                                     |                                                                                   |                                             |             | DESTRUCTION DATE<br><b>12/89</b> |                 |
| RECORDS PROCESSING DEPARTMENT                                                                                        |                                                                                   | RECORDS CENTER                              |             |                                  |                 |
| RECEIVED BY:                                                                                                         | BOX NUMBER:<br><b>9703</b>                                                        | RECEIVED BY:                                | BIN NUMBER: |                                  |                 |
| DATE:<br><b>1 / 1</b>                                                                                                |                                                                                   | DATE:<br><b>1 / 1</b>                       |             |                                  |                 |
| FORM<br>NUMBER                                                                                                       | DESCRIPTION OF RECORDS<br><br><b>Worker's Compensation Audit XXXXXX Registers</b> | CONTENTS                                    |             |                                  |                 |
|                                                                                                                      |                                                                                   | ALPHABETIC-NUMERIC                          |             | DATES                            |                 |
|                                                                                                                      |                                                                                   | FROM                                        | TO          | FROM                             | TO              |
|                                                                                                                      |                                                                                   |                                             |             | <b>Jan. '82</b>                  | <b>Dec. '82</b> |
|                                                                                                                      |                                                                                   | <b>GRR000968</b>                            |             |                                  |                 |
| DEPARTMENT MANAGER'S APPROVAL<br> |                                                                                   | DATE APPROVED<br><b>8-19-83</b>             |             | DATE SENT<br><b>1 / 1</b>        |                 |

## 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

Carol McAlonis

8 / 29 / 83

TO:

RECORDS RETENTION

DESTRUCTION DATE

9/1/88

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER

DATE:

DATE:

9736

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

ECONOMIC POISONS

(All files include either correspondence or  
registrations from 1950 through 1977)

South Dakota

Vermont

Utah

Tennessee

Virginia

Wisconsin

Wyoming

Anti-Fouling Paints - 1967

Correspondence, to 1977

1100-79-050

GRR000969

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

8 / 29 / 83

8 / 30 / 83

# 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<br><b>LAW DEPARTMENT</b> | PREPARED AND SENT BY<br><b>Carol McAlonis</b> | DATE<br><b>8 / 29 / 83</b> |
|-------------------------------------------------|-----------------------------------------------|----------------------------|

|                                 |  |                                   |
|---------------------------------|--|-----------------------------------|
| TO:<br><b>RECORDS RETENTION</b> |  | DESTRUCTION DATE<br><b>9/1/88</b> |
|---------------------------------|--|-----------------------------------|

|                               |                            |                       |             |
|-------------------------------|----------------------------|-----------------------|-------------|
| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER        |             |
| RECEIVED BY:                  | BOX NUMBER:<br><b>9737</b> | RECEIVED BY:          | BIN NUMBER: |
| DATE:<br><b>1 / 1</b>         |                            | DATE:<br><b>1 / 1</b> |             |

| FORM NUMBER | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                             | CONTENTS           |    |       |    |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|-------|----|
|             |                                                                                                                                                                                                                                                                                                                                                    | ALPHABETIC-NUMERIC |    | DATES |    |
|             |                                                                                                                                                                                                                                                                                                                                                    | FROM               | TO | FROM  | TO |
|             | <b><u>ECONOMIC POISONS</u></b><br>(All files include either correspondence or registrations from 1950 through 1977)<br><br>Maryland<br>Maine<br>Massachusetts<br>Michigan<br>Mississippi<br>Minnesota<br>Missouri<br>Nebraska<br>New Hampshire<br>New York<br>North Carolina<br>North Dakota<br>Ohio<br>Oklahoma<br>Rhode Island<br>South Carolina |                    |    |       |    |

GRR000970

|                                                     |                                     |                                 |
|-----------------------------------------------------|-------------------------------------|---------------------------------|
| DEPARTMENT MANAGER'S APPROVAL<br><i>[Signature]</i> | DATE APPROVED<br><b>8 / 29 / 83</b> | DATE SENT<br><b>8 / 30 / 83</b> |
|-----------------------------------------------------|-------------------------------------|---------------------------------|

SCM CORPORATION

**ORIGINATING DEPARTMENT**

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.

**LAW DEPARTMENT**

PREPARED AND SENT BY

# Carol McAloni's

DATE

8 / 29 / 83

## RECORDS RETENTION

DESTRUCTION DATE

9/1/88

RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER

RECEIVED BY

BIN NUMBER

DATE: \_\_\_\_\_

DATE

### DESCRIPTION OF RECORDS

## CONTENTS

**ALPHABETIC-NUMERIC**

### DATES

**FROM**

TO

**FROM**

TO

## ECONOMIC POISONS

(All files include either correspondence or registrations from 1950 through 1977)

## Alabama

## Arkansas

## California

## Colorado

## Connecticut

## Delaware

## Florida

## Georgia

## Hawaii

## Indiana

## Iowa

## Kansas

## Kentucky

**Louisiana**

**GRR000971**

**DEPARTMENT MANAGER'S APPROVAL**

DATE APPROVED \_\_\_\_\_

8 / 29 / 83

DATE SENT

8 / 30 / 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

*Property Dept*  
*Outside Storage*

*C. Bolten*

*9/1/83*

DESTRUCTION DATE

*9-93*

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

*9743*

DATE:

*1/1*

*1/1*

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

*Form 2 183*

*ccc*

GRR000972

DEPARTMENT MANAGER'S APPROVAL

*R. K. Duff*

DATE APPROVED

*9/1/83*

DATE SENT

*1/1*

# 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:

*Property Act*  
*outside storage*

*C B Bell*

*9 / 1 / 23*

DESTRUCTION DATE:

*9-93*

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

*9744*

*1 / 1*

*1 / 1*

FORM  
NUMBER

DESCRIPTION OF RECORDS

### CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

*F L L 1182*

*GERL*

*1106*

*113*

*1114*

GRR000973

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

*R K. Delli*

*9 / 1 / 82*

*1 / 1*

## FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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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:

*Property Unit* *D. D. D.* 9/1/83

DESTRUCTION DATE:

✓ 1-88

## RECORDS PROCESSING DEPARTMENT

## RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

DATE:

9746

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                                  | CONTENTS           |    |       |    |
|----------------|-------------------------------------------------------------------------|--------------------|----|-------|----|
|                |                                                                         | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                                                                         | FROM               | TO | FROM  | TO |
|                | <i>Detailed Revised<br/>Division Reserve<br/>Ledger - June<br/>1982</i> |                    |    |       |    |
|                | <i>Fixed Asset System</i>                                               |                    |    |       |    |

GRR000974

DEPARTMENT MANAGER'S APPROVAL:

DATE APPROVED:

DATE SENT:

*P. R. D.*

9/1/83

1/1

## SCM CORPORATION

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.

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                  | CONTENTS           |    |       |    |
|----------------|---------------------------------------------------------|--------------------|----|-------|----|
|                |                                                         | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                                                         | FROM               | TO | FROM  | TO |
|                | <p>Page 2 1172</p> <p>CER's</p> <p>1813</p> <p>2003</p> |                    |    |       |    |

GRR000975

GRR000975

|                               |               |           |
|-------------------------------|---------------|-----------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED | DATE SENT |
| <i>R. K. Dill</i>             | 9 / 1 / 83    | 1 / 1     |

# 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

Property Unit

C.B. Lks

9/1/83

outside storage

DESTRUCTION DATE

9-93

RECORDS PROCESSING DEPARTMENT

RECORDS CENTER

RECEIVED BY:

BOX NUMBER:

RECEIVED BY:

BIN NUMBER:

DATE:

9750

DATE:

FORM  
NUMBER

DESCRIPTION OF RECORDS

CONTENTS

ALPHABETIC-NUMERIC

DATES

FROM

TO

FROM

TO

Final 1182

CER'S

DR'S

GRR000976

DEPARTMENT MANAGER'S APPROVAL

R. K. D. G.

DATE APPROVED

9/1/83

DATE SENT

1/1

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

|                                                 |                                         |                                  |
|-------------------------------------------------|-----------------------------------------|----------------------------------|
| ORIGINATING DEPARTMENT:<br><i>Property Unit</i> | PREPARED AND SENT BY:<br><i>Diemeny</i> | DATE:<br><i>7/1/82</i>           |
| TO:<br><i>Central Storage</i>                   |                                         | DESTRUCTION DATE:<br><i>9-88</i> |

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER      |             |
|-------------------------------|----------------------------|---------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>9752</i> | RECEIVED BY:        | BIN NUMBER: |
| DATE:<br><i>1/1</i>           |                            | DATE:<br><i>1/1</i> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CONTENTS                                                                                                                                                              |    |       |    |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------|----|
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ALPHABETIC-NUMERIC                                                                                                                                                    |    | DATES |    |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FROM                                                                                                                                                                  | TO | FROM  | TO |
|                | <p>3 MSA User Manuals</p> <p>1 MSA Software Manual</p> <p>Acquisition: do for turn:</p> <p>1) Sawant - Salem, Mass.</p> <p>2) Frank Foods - S. in Miller, Ohio</p> <p>3) Wanders - Brooklyn, NY</p> <p>4) TiO<sub>2</sub> Plant - Ashtabula, Ohio</p> <p>5) Ch. L. Co., N. W. Carolina</p> <p>Miscellaneous - Acquisition + Sale do for</p> <p>1) Central #1</p> <p>2) 21 Loin #5</p> <p>3) Hydrocarbon</p> <p>4) Louisville 1821</p> <p>5) Berkeley 1822</p> <p>6) Logansport 1825</p> <p>7) Glidden Plant</p> <p>8) Port St. Joe</p> <p>9) Gutter Engineering</p> <p>10) Mining Properties</p> | <p>11) 850 Allied Foods</p> <p>12) 848 Chicago</p> <p>13) Edinburgh</p> <p>14) Gutter Bolts #10</p> <p>15) Rafter</p> <p>16) History of Acquisition + disposition</p> |    |       |    |

GRR000977

|                                                     |                                 |                          |
|-----------------------------------------------------|---------------------------------|--------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>R. P. Dill</i> | DATE APPROVED:<br><i>7/1/82</i> | DATE SENT:<br><i>1/1</i> |
|-----------------------------------------------------|---------------------------------|--------------------------|

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.

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

|                        |                      |                  |
|------------------------|----------------------|------------------|
| ORIGINATING DEPARTMENT | PREPARED AND SENT BY | DATE             |
| Property Unit          | C. B. Allen          | 9/1/83           |
| TO: Atlanta, Georgia   |                      |                  |
|                        |                      | DESTRUCTION DATE |
|                        |                      | ✓ 9-93           |

| RECORDS PROCESSING DEPARTMENT |             | RECORDS CENTER |             |
|-------------------------------|-------------|----------------|-------------|
| RECEIVED BY:                  | BOX NUMBER: | RECEIVED BY:   | BIN NUMBER: |
| DATE:                         | 9754        | DATE:          |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                                                                                                         | CONTENTS             |    |       |    |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----|-------|----|
|                |                                                                                                                                                | ALPHABETIC - NUMERIC |    | DATES |    |
|                |                                                                                                                                                | FROM                 | TO | FROM  | TO |
|                | <p style="text-align: center;">Final 1182</p> <p>CEK's</p> <p>1      3      15</p> <p>2-      9</p> <p>3      10</p> <p>4      14</p> <p>6</p> |                      |    |       |    |

GRR000978

|                               |               |           |
|-------------------------------|---------------|-----------|
| DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED | DATE SENT |
| <i>R. K. Delf.</i>            | 9/1/83        | 1 1       |

# FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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:<br><i>Property Unit</i> | PREPARED AND SENT BY:<br><i>C Bolton</i> | DATE:<br><i>9/1/83</i> |
|-------------------------------------------------|------------------------------------------|------------------------|

|                              |
|------------------------------|
| TO:<br><i>to the storage</i> |
|------------------------------|

|                                  |
|----------------------------------|
| DESTRUCTION DATE:<br><i>7-93</i> |
|----------------------------------|

| RECORDS PROCESSING DEPARTMENT |                            | RECORDS CENTER      |             |
|-------------------------------|----------------------------|---------------------|-------------|
| RECEIVED BY:                  | BOX NUMBER:<br><i>9755</i> | RECEIVED BY:        | BIN NUMBER: |
| DATE:<br><i>1/1</i>           |                            | DATE:<br><i>1/1</i> |             |

| FORM<br>NUMBER | DESCRIPTION OF RECORDS                                                                                                                                   | CONTENTS           |    |       |    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|-------|----|
|                |                                                                                                                                                          | ALPHABETIC-NUMERIC |    | DATES |    |
|                |                                                                                                                                                          | FROM               | TO | FROM  | TO |
|                | <i>Final 1132</i><br><br><u>DR's</u><br><br><i>DA's</i><br><br><i>1/1 T-44 from 81-May 82</i><br><i>44 T-44 returned 8-82</i><br><br><i>Not Property</i> |                    |    |       |    |

GRR000979

|                                                   |                                 |                          |
|---------------------------------------------------|---------------------------------|--------------------------|
| DEPARTMENT MANAGER'S APPROVAL:<br><i>R P Dell</i> | DATE APPROVED:<br><i>9/1/83</i> | DATE SENT:<br><i>1/1</i> |
|---------------------------------------------------|---------------------------------|--------------------------|