



RECORDS STORAGE LIST RECORDS MANAGEMENT CENTER

PREPARED BY

PHONE

DONNA TRINCIA L-1237

3218

APPROVED BY DEPT RECORDS REPRESENTATIVE

IRIS FISHER

DATE 12/26/84

RECORDS CATEGORY—SEE RECORDS RETENTION MANUAL

INJURY RECORDS — PUBLIC LIABILITY

COPY FUNCTIONAL CODE

☐ Official ☐ Extra

FJ 0011

RECORDS DESTRUCTION DATE (See instruction No. 4)

1995

DEPARTMENT

ENGINEERING

DIVISION or SECTION

CONSTRUCTION DIVISION — SAFETY OFFICE

DETAIL LIST OF RECORDS AND RANGE	DATES OF RECORDS		DEPT. IDENTIFICATION NUMBER	RECORDS MANAGEMENT CENTER—CARTON NUMBER To be completed by Records Management Center
	FROM	TO		
<u>CHAMBERS WORKS CONSTRUCTION</u>	1972	1984	32959	45979
Sparks, James W.	PI 86 NT			
Stronski, Michael T.	PI 82-3/4			
Vukich, John J.	PI 87-1/2 NT			
<u>CIRCLEVILLE CONSTRUCTION</u>				
Hawks, Linda L.	PL 4 NT			
Hayward, Whaley L.	PL 3 NT			
<u>CLEVELAND CONSTRUCTION</u>				
Pearson, Charles	PL 1			
<u>COOPER RIVER CONSTRUCTION</u>				
Lambert, Silas B.	PL 44 FAO			
<u>CORPUS CHRISTI CONSTRUCTION</u>				
Cady, F.	PL 39-1/2 NT			
Minshew, Mark A.	PL 47 NT			
Ramirez, Ventura M.	PL 46-5/8 FAO			
Stormont, Jerry L.	PL 46-3/4 FAO			
<u>DEER PARK CONSTRUCTION</u>				
Freeman, Rayford	PL 19 NT			
Catarino, Garza	PL 18 NT			
<u>DE LISLE CONSTRUCTION</u>				
De Lisle Site File				
Jenkins, Homer Mark	4/80			
Ladner (Hoda), Sheila Ann	SOMEDAY			
Mendheim, Henry B.	PL 26-7/8 NT			

INSTRUCTIONS:

1. List only Records with the same RECORD CATEGORY and RETENTION PERIOD.
2. RECORDS CATEGORY must be exactly as stated in Records Retention Manual.
3. Functional Code as stated in Records Retention Manual.
4. RECORDS DESTRUCTION DATE must be shown before records will be accepted for storage.
5. Send first three copies with carbons to DEPT RECORDS REPRESENTATIVE FOR APPROVAL. Retain pink copy until one white copy is returned to you with Records Management Center carton numbers.
6. Dept. Records Representative will forward lists to Records Management Center at least TWO DAYS before cartons.
7. Call Records Management Center (774-6133) for assistance if needed.

8. INDICATE L-1237 LOCATION/ROOM NUMBER OF CARTONS LISTED IF RECORDS MANAGEMENT CENTER IS TO ARRANGE FOR PICK-UP.

DESTRUCTION SHEET NO.

DUP 0913520