



RECORDS STORAGE LIST RECORDS MANAGEMENT CENTER

PREPARED BY

PHONE

DOMINA TRINCIA **L-1237** **3218**
APPROVED BY DEPT. RECORDS REPRESENTATIVE

IRIS FISHERDATE **12/26/84**

RECORDS CATEGORY—SEE RECORDS RETENTION MANUAL

INJURY RECORDS - PUBLIC LIABILITY

COPY

FUNCTIONAL CODE

☒ Official ☐ Extra**F5001**

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>SPRUJANCE CONSTRUCTION</u>	1972	1984	32959	45979
Biro, Joseph, Jr.	PL 99 PAO			
Dickens, Douglas M.	PL 101-1/2 RWC			
Dodson, Claude James	PI 3 PAO			
<u>TALLAHASSEE SHOPS</u>				
McQuaig, J.R.	PL 5-1/2 NT			
<u>VICTORIA CONSTRUCTION</u>				
Gaddis, Frank L.	PL 102-3/4 NT			
Humphord, Florence M.	PL 111 PAO			
Proctor, Roger D.	PL 108 NT			
Raynor, Robert	PL 101			
Robertson, J. R.	PL 119 NT			
<u>WASHINGTON WORKS</u>				
Hapney, Ray F.	NT 1980			
<u>WAYNESBORO CONSTRUCTION</u>				
Davis, Jerry Allen	PL 11-1/4 LWC- PAO			
<u>WILMINGTON CONSTRUCTION</u>				
Charlton, Alvin J.	B.F. SHAW			
Mahan, Robert S.	PL 64-3/4 NT			
McCaffery, Albert E.	PL 59 PAO			
Muller, Juri Linheim	PL 66 NT			
Veid, Richard L.	PL 57 LWC			

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
IS TO ARRANGE FOR PICK-UP.

OF CARTONS LISTED IF RECORDS MANAGEMENT CENTER

DESTRUCTION SHEET NO.

DUP 0913523