Green: Retain for File

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
FISCAL [illegible]	A ALLENDORFER	11 / 2 / 84

TO: STORAGE

DESTRUCTION DATE: Perm

[illegible]

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER 12048	RECEIVED BY	BIN NUMBER
DATE 1 / 1 /		DATE 1 / 1 /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	FISCAL YEAR 1981 CCPV CONSOLIDATION			MARCH 1981	JUNE 1981
	FISCAL YEAR 1982 CCPC CONSOLIDATION			JULY 1981	SEPT 1981

GRR001285

DEPARTMENT MANAGER'S APPROVAL [signature] | DATE APPROVED 12-3-84 | DATE SENT

N15645

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
FINANCIAL ANALYSIS	A ALLENDORFER	11 / 2 / 84

TO: STORAGE

DESTRUCTION DATE: ✓ Perm

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12050	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	BALANCE SHEET INFORMATION CONSOLIDATION FISCAL YEARS 1977 1978 1979 1980 1981			1977	1981

GRR001287

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE-TRANSFER-RECORD-AND-INVENTORY

SCM CORPORATION

Originator: Top Tab
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
FINANCIAL ANALYSIS	A ALLENDORFER	11 / 2 / 84

TO: STORAGE

DESTRUCTION DATE: ✓ INDEFINITE Perm

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12051	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	FISCAL YEAR XXX 1983				
	CCPF CONSOLIDATION			JULY 1982	NOV 1982

GRR001288

DEPARTMENT MANAGER'S APPROVAL: Robert Hall

DATE APPROVED: 11/2/84

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
FINANCIAL ANALYSIS	A ALLEBOUGH	11 / 2 / 84

TO: STORAGE

DESTRUCTION DATE: INDEFINITE

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12052	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	FISCAL YEAR 1983 CCPV CONSOLIDATION			DEC 1982	JUNE 1983

GRR001289

DEPARTMENT MANAGER'S APPROVAL: [signature]

DATE APPROVED: 11/8/84

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

SEM CORPORATION

FORM 3 PRINTED IN U.S.A. 10/78

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
FINANCIAL [illegible]	A. [illegible]	11 / 2 / 84

TO: [illegible]

DESTRUCTION DATE: 5 years

DISPOSITION

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12054	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	CONTENTS ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	FISCAL YEAR 1981 CCPV CONSOLIDATION			JULY 1980	FEBRUARY 1981

GRR001291

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED 12/4/84

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
FINANCIAL ANALYSIS	A. ALLENDORFER	11 / 2 / 84

TO: STORAGE

DESTRUCTION DATE: JULY, 1990

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12057	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	FISCAL YEAR 1985				
	CCPV REGIONAL REPORTS AUGUST, 1984			AUG	1984

GRR001292

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
FINANCIAL ANALYSIS	A ALLENDORFER	11 / 2 / 84

TO: STORAGE

DESTRUCTION DATE: ✓ Perm

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12058	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	CONTENTS: ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	FISCAL YEAR 1980 CCPV CONSOLIDATION			JULY 1979	JUNE 1980
	FISCAL YEAR - 1979 CCPV CONSOLIDATION			WHOLE YEAR JULY 1978 - JUNE 1979	

GRR001293

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT: FINANCIAL ANALYSIS

PREPARED AND SENT BY: A. ALEXANDER

DATE: 11 / 2 / 84

TO: STORAGE

DESTRUCTION DATE: JULY 1990

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:

DATE: 1 / 1 /

BOX NUMBER: 1205

RECORDS CENTER

RECEIVED BY:

DATE: / /

BIN NUMBER:

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	CONTENTS: ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	FISCAL YEAR 1985 JULY 1984 REGIONAL COMPUTER COPY REPORTS			JULY	1984

GRR001294

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED: / /

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY:	DATE
PAYROLL DEPARTMENT	CARLENE STANLEY	7 / 13 / 84

TO: [redacted]

DESTRUCTION DATE: 7/1991

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12061	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Headquarters #030 Change Sheets			JAN 1983	DEC [illegible]
	Headquarters #030 Time Slips			JAN 1983	DEC
	Headquarters #030 Audit Trail			JAN 1983	DEC JUNE

90-30-77-049

GRR001295

DEPARTMENT MANAGER'S APPROVAL [signature] DATE APPROVED 7/26/84 DATE SENT 8/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT: Payroll

PREPARED AND SENT BY: Harriet S Hicks

DATE: 11/2/84

TO: Record Retention

DESTRUCTION DATE: 1/2/89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: 1 / 1	12062	DATE: 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS — ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	1981 Quarterly Recaps by Region	1	81	12	81
	1981 Quarterly Recaps by State	1	81	12	81
	1981 FUI + SUI Quarterly Recaps	1	81	12	81
	1981 Quarterly State + Local Info	1	81	12	81

GRR001296

DEPARTMENT MANAGER'S APPROVAL: H.D. Howell

DATE APPROVED: / /

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
LAW DEPARTMENT	CAROL McALONIS	11 / 5 / 84

TO: RECORDS RETENTION

DESTRUCTION DATE: ✓ 12/31/90

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12066	RECEIVED BY:	BIN NUMBER:
DATE: 1 / 1		DATE: 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	CONTENTS ALPHABETIC-NUMERIC TO	CONTENTS DATES FROM	CONTENTS DATES TO
	FEDERAL & STATE REGULATIONS				
	Acrylonitrile				D
	Child Proof Packaging				
	The Clean Air Act				
	Consumer Product Safety Commission				
	Mineral Spirits				
	Consumer Product Safety Act				
	Atlanta Inspections				
	Consumer Product Safety Commission				
	DeVilbiss Company				
	Consumer Product Safety Commission				
	Macco Inspections				
	Consumer Product Safety Commission				
	Auerbach Assoc.				
	Container Responsibility Committee				
	Labeling - Misc. 1975-1979				
	Labeling - Metals & Macco				
	Labeling - J-BCP				
	Canadian Consumer Packaging & Labeling Act				
	Macco - Building Code Violations				
	Mercury Content				
	Ocean Dumping				
	OSHA - 1974-1979 Miscellaneous				
	Poison Prevention Packaging				
	Vinyl Chloride				

1101-79-05

GRR001297

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	11/5/84	11/7/84

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: C&R Purchasing

PREPARED AND SENT BY: Karen M. Schilero

DATE: 11 / 15 / 84

TO: Records Retention

DESTRUCTION DATE: 1-1989 ~~1990~~

Eric J. Degner

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER 12080	RECEIVED BY	BIN NUMBER
DATE / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS		CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Minority Vendor Program	FY 1982				
	Stationery Stock Forms	1983				
	Buying Pattern	1983				
	Purchasing Authorizations	1981 & 82				
	Quarterly Dead Stock	1983				
	Purchase Estimates (3rd Qrt.)	1983				
	Credits	1980 & 81				
	JED Expense Reports	1980-1984				
	Single Sourced Products	1982				
	Field Monthly Reports	1983				
	Purchase Orders (Blue Copies)	1983				

GRR001298

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED: 11 / 15 / 84

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

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

SCM CORPORATION

FORM 60 PRINTED IN U.S.A. 10/78

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Legal Department	Rita Oblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12081	DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	CLOSED LITIGATION	T	Z	/	/
	Tetzman v. Glidden et al				
	Irving Whitehouse v. Glidden				
	E. W. Zesch v. Glidden				
	100-9-050				
	1				

GRR001299

DEPARTMENT MANAGER'S APPROVAL: R. J. Gardner

DATE APPROVED: 10 / 31 / 84

DATE SENT: 11 / / 84

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
Law Department	Rita Oblock	10 / 25 / 84

Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12082	RECEIVED BY:	BIN NUMBER:
DATE: 11/1/		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	[redacted]				
	CLOSED LITIGATION				
	Uniflite v. Koppers v. SCM				

GRR001300

DEPARTMENT MANAGER'S APPROVAL: [redacted]

DATE APPROVED: 10 / 31 / 84

DATE SENT: 11 / 1 / 84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12083	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	CLOSED LITIGATION **Unifilte v. Koppers v. SCM**				

GRR001301

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. E. Jenbor	10 / 31 / 84	11 / 1 / 84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12084	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION Michael Bailey v. Glidden (Depositions) ~~Technical files, etc.~~				

GRR001302

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. Z. Jambor	10 / 31 / 84	11 / 1 / 84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12085	RECEIVED BY	BIN NUMBER
DATE: 1 / 1 /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	CLOSED LITIGATION **Juanitta Kitts v. Glidden** **(Depositions)**				

GRR001303

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. E. Lenhart	10 / 31 / 84	11 / 1 / 84

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	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE 11/1/	12086	DATE 1/1/	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION **Michael Bailey v. Glidden** **(Correspondence and pleadings)**				

GRR001304

DEPARTMENT MANAGER'S APPROVAL: R.E. Isenbor

DATE APPROVED: 10 / 31 / 84

DATE SENT: 11 / 1 / 84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12087	RECEIVED BY:	BIN NUMBER:
DATE: 1 / 1		DATE: 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION Dow v. Grace and SCM				

GRR001305

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. Z. Jumbo	10 / 31 / 84	11 / 1 / 84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Gblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12088	DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION **Juanitta Kitts v. Glidden** **(Correspondence and pleadings)**				

GRR001306

DEPARTMENT MANAGER'S APPROVAL: R.A. Jambor — DATE APPROVED: 10 / 31 / 84 — DATE SENT: 11 / 1 / 84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: ✓ 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12089	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION	B	H		
	Bardy v. K-Mart, Macco, et al Bennett v. National Gypsum, et al Donn Burwell v. SCM, et al Consolidated Rail Corp. v. Glidden Copen v. SCM (Macco) Isaiah David v. IGPR Erie Lackawanna Railroad - Bankruptcy Barney Gabauer v. SCM Hope Contractors v. Glidden Odeco				

GRR001307

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. Z. Jambor	10 / 31 / 84	11 / 1 / 84

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Law Department	Rita Oblock	10 / 25 / 84

TO: Record Retention

DESTRUCTION DATE: 11/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12090	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION	M	V		
	Marlene and Dale Marciszyn v. Glidden McClure Painting Company v. Glidden				
	Agnes Peters v. Armstrong Cork, et al Al Porter v. Glidden				
	Rezetko v. SCM Ryan v. Jeanneret v. SCM				
	Shifflett v. SCM				
	Agnes Vilt v. Armstrong Cork, et al				

GRR001308

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R. Z. Jambor	10 / 31 / 84	11 / 1 / 84

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: Accounts Payable | PREPARED AND SENT BY: Marlene Recklung | DATE: 1 1

TO:

DESTRUCTION DATE: ✓ 12-1990

4

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:

BOX NUMBER: 12092

DATE: 1 1

RECORDS CENTER

RECEIVED BY

BIN NUMBER

DATE: 1 1

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Control Ledger	2/1/83		4/15/83	
		4/19/83		6/24/83	
	Citibank Check register	6-3-81		1-21-82	

GRR001309

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED: 1 1

DATE SENT: 1 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
TO: Corrosion Program	Marlene Reckling	8/10/84

DESTRUCTION DATE: 12-1990

3

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: 1 1	12093	DATE: 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	G/P Location Validation		7/26/83	-	5/22/84
	Vendors added or changed - All remotes	4/83	to	12/83	
	Status & Maintenance	2-1-84	-	3-28-84	

GRR001310

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. 10776

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
Accounts Payable	Marlene Rehberg	8/10/84

TO:

DESTRUCTION DATE: 12-1990

2

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: 1 1	12094	DATE: 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Sub Ledgers			March 1983	
				April 1983	
	Maintenance & Status			12-16-83	1-27-84

GRR001311

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. 10/76

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
Accounts Payable	Matthew Lechberg	8/10/84

TO:

DESTRUCTION DATE: 11/12-1990 / 10/15/87

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Iron Mtn
RECEIVED BY:	BOX NUMBER	RECEIVED BY: / BIN NUMBER
DATE: 1 / JD	12095	DATE: 1 / 1

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Accts Payable Sub Ledgers	Jan		1983	
		Feb.		1983	
	Credits on File	Jan. 1982		Dec. 1983	
		Nov. 1982			

GRR001312

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED: 1 / 1

DATE SENT: / 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
Law Department	Sharon Budi	11 / 15 / 84

TO: Record Retention

DESTRUCTION DATE: 12/1/1994

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12096	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CLOSED LITIGATION:				
	Purnell v. Devoe & Reynolds Co., Inc., et als.				
	Guernsey v. Pratt & Lambert, Inc., et als.				
	Uniflite v. Koppers, et al. **Volumes 1 & 2 of Case Interrogatories** **Sent to Law Dept. from Bogle & Gates** **(Richard Vogt, Esq.)**				
	10-79-050				

GRR001313

DEPARTMENT MANAGER'S APPROVAL: [signature]

DATE APPROVED: 11/15/84

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corp. Internal Accounting Ross Martin	Ann Law	11/27/84

DESTRUCTION DATE: 11/27/91

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY	BIN NUMBER
DATE: / /	12100	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Journal Check Log & Backup			11/84	6/85
	Jim Orr				

GRR001314

DEPARTMENT MANAGER'S APPROVAL: Ann Law

DATE APPROVED: 11/27/84

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 bottom 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
Employee Relations - Glidden	D. Piech	11 / 20 / 84

TO

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY: Vac	BOX NUMBER: 12107	RECEIVED BY	BIN NUMBER
DATE: 12/5/84		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Discrimination Charges				
	Saunders vs. SCM Corp. Jotun/Baltimore			1979	
	Samuel Matthews - Jotun/Baltimore			1981	
	Joe Nathan Vice - Potential Charge - J/BCP			1982	
Bisho	Bishop Burroughs, Jr. - SF #14			1974	
	Talmage H. Morrison - Southwest #16			1975	
	Anthony Asaigbovo - Southwest #16			1981	
	Charlie Roney, Jr. - Southwest #16			1976	
	Billy Ray Shephard - Southwest #16			1980	
	Eddie Stanford - NWTS #17			1977	1982
	David E. Marshall - NWTS #17			1981	
	Selby Myers - NWTS #17			1973	
	Jane E. Ryan - NWTS #17			1979	
	George Adkins - NWTS #17			1980	
Gordon Cox	Gordon Cox - Indianapolis			1977	
	Alan Wise - NWTS #17			1979	
	E. Green - Nacco			1981	
	Local #7395 - Nacco			1982	
	Richard L. Patton #30			1975	
	Morphenia Salter #30			1975	
	Lynn Francek - DPJ			1979	
	Andrew J. Harvey - Southwest #16			1979	
	Richard Baca - Southwest #16			1974	
	Christine Byron - Southwest #16			1981	
	George Callejas - Southwest #16			1975	
	James R. Dempsey - Southwest #16			1975	
	Robert L. Elliott - Southwest #16			1973	
	Brenda Blanks #1			1978	
	John C. Bivens #1			1979	
	Marlene Duret #1			1979	
	Carolyn Kane #1			1980	
	Cathie J. Wheat Lewallen #1			1981	
	Christine Richardson #1			1976	
	William Schmade #1			1980	
	Prentice Henson #1			1977	
	Leroy McWhorter #1			1980	
	Helen Batalini #2 - Clarence Jones #2			1978	
	Richard Bode #2 - Lloyd Norman #2			1977	
	Rita Stechal #2			1976	

GRR001315

DEPARTMENT MANAGER'S APPROVAL: [signature]

DATE APPROVED: 12/26/84

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Employee Relations - Glidden	D. Plech	11 / 20 / 84

TO:

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY: Jac	BOX NUMBER: 12109	RECEIVED BY:	BIN NUMBER:
DATE: 12-5-84		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Discrimination Charges				
	Clifford Welch - Charlotte #4			1980	
	Frances L. Fincher - Charlotte #4			1980	
	John T. Jordan - Charlotte #4			1980	
	Ronald E. Anthony - Charlotte #4			1982	
	Daryl Reid - St. Louis			1975	
	Timothy Barge, Jr. - Minneapolis #6			1971	
	Stephen Crier - Atlanta #8			1974	
	Ed Bruno - Atlanta #8			1974	
	Stephen D. Grande - NWSS #9			1977	
	Nancy Lowell - NWCC #9			1976	
	Robert E. Thomas - NWCC #9			1973	
	Delores J. Coffman - Atlanta #8			1980	
	Randy Martin - Atlanta #8			1979	
	Carol Reddix - Atlanta #8			1978	
	Berdis Stevens - Atlanta #8			1981	
	Amanda Hill - Atlanta #8			1982	
	Richard L. White - Atlanta #8			1980	
	Deborah E. Kelly - Atlanta #8			1976	
	Timothy Burge - NWCC #9			1972	
	EEO Charges (Atlanta Misc.)				
	Dorothy Sanders - Southwest #16			1973	
	Eugene Taylor - DPJ			1978	
	Betty Jane Ulrich Eastern #2			1978	
	Diane Moore #9030			1978	
	Everts vs. TRW, Inc.			1977	

GRR001316

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
D Bank	11/26/84	/ /

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
Cash Control	Debbie Lamb	12/6/84

TO:

DESTRUCTION DATE: 12/91

Hold in Storage Room for 1 year 12/85

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12115	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Cash Clearance Fiscal 1983 + 1984				
	Cleveland Acct Bank Statements Fiscal 1984 1100-77-135				

GRR001317

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	12/6/84	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Cash - Contract	Debbie Lamb	12/7/84

TO:

DESTRUCTION DATE: 12/91

Hold in Storage Room at HB for 1 year 12/85

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12116	RECEIVED BY:	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Deposit Slips June 1983 - Sept 1983				
	Credit + Debit advise Serv accts Fiscal '84				

GRR001318

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	12-6-84	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Cash Control	Debbie Lamb	12/6/84

TO:

DESTRUCTION DATE: 12/91

Hold in Storage Room at HB for 1 year 12/85

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12117	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Daily Cash Reports			7/80	6/83
	Work Sheets			~~6~~/81	6/84
	Freight (Statements)			7/83	6/84
	Cash Transfers to NY (Beg month)			7/82	6/83

GRR001319

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED 12/6/84

DATE SENT / /

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
Cash Control	Debbie Lamb	12/7/84

TO:

DESTRUCTION DATE: 12/91

Hold in Storage Room at HB for 1 year, 12/85

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12118	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Charge Card Fiscal 1984 (SNB computer sheets)	1984			
	Charge Card Rec Nov 1982 & Dec 1982				

GRR001320

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	12/5/84	/ /

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
Cash Control	Debbie Lamb	12-7-84

TO:

DESTRUCTION DATE: 12/91

Hold in Storage Room at HB for 1 year 12/85

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12119	RECEIVED BY	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Funds Transfer Slips Fiscal 1984				

GRR001321

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	12-6-84	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Geo. Sr. Contract	Debbie Lamb	12/7/84

TO:

DESTRUCTION DATE: 12/91

Hold in Storage Room at HB for 7 years - 12/85

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12120	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	October 1983 - June 1984 Deposit Slips				

GRR001322

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	12-26-84	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 69 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 Accounting	C H Bishop	11/27/84

DESTRUCTION DATE: ✓ 6/92

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE 1/1	1219	DATE 1/1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	CONTENTS ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Corporate Capital Exp Status Report FY 1978, FY1979, FY1980, FY1981, FY1982				
	Sale of Fixed Assets - Corp Cleveland FY 1983, FY1984				
	Net Asset Report FY1978 - FY1979				
	Olc Analysis FY1978				
	Post Approval Adjustments FY1978-FY1979				
	Summary Status Reports FY1978-FY1979				
	Flash Report FY1978-FY1979				
	Capital Exp Deviations FY1978-FY1979				
	91-1				

GRR001323

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R K Day	11/27/84	1/1

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Property Accounting	Chisholm	11/27/84

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12122	RECEIVED BY	BIN NUMBER
DATE: 1 1		DATE 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Corporate Reserve Ledger April 1981 May 1981 July 1981				
	Revised Division Reserve Ledger April 1981 May 1981 July 1981				

GRR001324

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
R V D	11/29/84	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: Accounts Payable | PREPARED AND SENT BY: Marlene Redding | DATE: 12/21/84

TO:

21

DESTRUCTION DATE: 12-1990 / 12-27-89

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:

BOX NUMBER: 12135

DATE: 1 1

RECORDS CENTER

Per m Vitas

RECEIVED BY

BIN NUMBER

DATE 1 1

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Gene Sub Ledger 1982 Inactive 4-1-84-6-19-84 Cash Clearing Per & Accrual 1982 -				

GRR001325

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY:	DATE
Accounts Payable	Marlene Rechling	12/21/84

TO

DESTRUCTION DATE: 12-1990 / 12-21-89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER: Per m Vita
DATE: 1/1/	12139	DATE: 1/1/	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Paid invoices & Vouchers	Meijer	My	July	Dec 1983

GRR001328

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT: Accounts Payable
TO:
PREPARED AND SENT BY: Marlene Reisling
DATE: 12/21/84

6

DESTRUCTION DATE: 12-1990
12-21-89

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:
BOX NUMBER: 12140
DATE: / /

RECORDS CENTER

Linn Vista

RECEIVED BY:
BIN NUMBER:
DATE / /

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC NUMERIC FROM	TO	DATES FROM	TO
	Paid invoices & Vouchers	Do	Feb	July	Dec 1983

GRR001329

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

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate Reports	Marlene Peckling	12/21/84

DESTRUCTION DATE: 12-1990 ~~12-21-89~~

5

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Per m Vita	
RECEIVED BY:	BOX NUMBER: 12/4/	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS $ ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Paid invoices & Vouchers	Con	Dist	July	Dec 1983

GRR001330

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

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. 10/78

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
TO: Accounts Payable	Marlene Perkins	12/21/84

DESTRUCTION DATE: 12-1990 ~~12-21-89~~

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:	BOX NUMBER	DATE:
	12442	1/1/

RECORDS CENTER

RECEIVED BY	BIN NUMBER	DATE
Ann M Vitas		1/1/

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Paid invoices & Vouchers	A	Z & White	July	Dec 1983

GRR001331

DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED 1/1/ | DATE SENT 1/1/

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accounts Payable	Marlene Rickling	12/21/84

DESTRUCTION DATE: 12-1990 ~~12-21-89~~

15

RECORDS PROCESSING DEPARTMENT

RECEIVED BY	BOX NUMBER	DATE
	12143	1/1

RECORDS CENTER: Iron Mtn Vitas

RECEIVED BY	BIN NUMBER	DATE
		1/1

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Paid invoices & Vouchers	Q	Sab	July	Dec 1983

GRR001332

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	1/1	1/1

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
TO: Accounts Payable	Marlene Reckling	12/21/84

DESTRUCTION DATE: 12-1990

11 12-22-89

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:	BOX NUMBER	DATE
	72144	/ /

RECORDS CENTER Pin m Utah

RECEIVED BY	BIN NUMBER	DATE
		/ /

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Paid invoices & Vouchers	Lake	Mead	July	Dec 1983

GRR001333

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Controller Payable	Madeline Rochling	12/21/84

DESTRUCTION DATE
12-1990
~~12-21-87~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Pen M Vitas	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12145	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Paid invoices & Vouchers	Gr	Howe	July	Dec 1983

GRR001334

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
TO: Accounts Payable	Maureen Rehling	12/21/84

17

DESTRUCTION DATE: 12-1990 ~~12-21-09~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Per M. Vitas	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12/46	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Paid invoices & Vouchers	Stab	Tyler	July	Dec 1983

GRR001335

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

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	PREPARED AND SENT BY	DATE
Accounts Payable	Marlene Richling	12/21/84

TO:

DESTRUCTION DATE: ~~12-21-89~~ 12-1990

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Bin no. Vitas	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12147	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Accounts Payable Paid invoices & vouchers	A	Opp	July 0	Dec 1983

GRR001336

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

Bottom White: Wet and attach to inside box cover.
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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	PREPARED AND SENT BY	DATE
TO: Accounts Payable	Martine Reckling	12/21/84

	DESTRUCTION DATE
14	12-1990 ~~12-31-89~~

Per M. Vitas

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12148	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Paid invoices & Vouchers	P	Pzz	July	Dec 1983

GRR001337

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

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
TO: Accounts Payable	Marlene Reckling	12/21/84

	DESTRUCTION DATE
10	12-1990 12-21-89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Jan M. Vitas	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE 1/1/	12149	DATE 1/1/	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Paid invoices & vouchers	Inter Dolt	Ladas	July	Dec 1983

GRR001338

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

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accounts Payable	Marilyn Rickling	12/21/84

DEPT. NO.

	DESTRUCTION DATE
7	12-1990 ~~12-21-89~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Pen m Vita	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12/50	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Paid invoices & Vouchers	Fir	Low	July	Dec 1983

GRR001339

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
TO: Accounts Payable	Marlene Kerkling	12 21 84

DESTRUCTION DATE: 12-1995 / 12-2789

2

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Penn Vitco	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY	BIN NUMBER
DATE: / /	12151	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Paid invoices & vouchers	Ar	Coil	July	Dec 1983

GRR001340

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
Accounts Payable	Marlisa Pickling	12/21/84

DESTRUCTION DATE: 19 12-21-89

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY	BIN NUMBER
DATE: / /	12152	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Control Ledger				
	3-20-84 - 5-15-84				
	5-19-84 - 6-23-84				
	1-11-84 - 3-16-84				

GRR001341

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
TO: Accounts Payable	Marlene Kerbleg	12/21/84

DESTRUCTION DATE: 12-1990 12-31-89

13

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER Lin M Vitas
DATE: / /	12153	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Paid invoices & Vouchers	N	Oy	July	Dec 1983

GRR001342

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Accounts Payable	Marlene Reckling	12/21/84

	DESTRUCTION DATE
9	12-1990 ~~12-21-89~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12154	RECEIVED BY	BIN NUMBER: Pin M Vitas
DATE: 1 1		DATE 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS — ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Paid vouchers & invoices	Dec	Not Print	July	Dec 1983

GRR001343

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	1 1	1 1

FILE TRANSFER RECORD AND INVENTORY

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

SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
TO: Accounts Payable	Marilou Reckling	12/21/84

DESTRUCTION DATE: 12-19-90 ~~12-27-89~~

3

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY	BIN NUMBER: Per M Vitas
DATE: 1/1/1	12/555	DATE 1/1/1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Paid invoices & vouchers	Boise	Char	July	Dec 1983

GRR001344

DEPARTMENT MANAGER'S APPROVAL | DATE APPROVED 1/1/1 | DATE SENT 1/1/1

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.
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ORIGINATING DEPARTMENT: Accounts Payable

TO:

PREPARED AND SENT BY: Maidee Pickling

DATE: 12/21/84

DESTRUCTION DATE: 12-1990 ~~12-27-89~~

4

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:

DATE: / /

BOX NUMBER: 12/86

RECORDS CENTER Per M Vitas

RECEIVED BY:

DATE: / /

BIN NUMBER:

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Paid invoices & vouchers	Chem	Comm	July	Dec 1983

GRR001345

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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Pink — To Records Center inside box
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FORM 68 PRINTED IN U.S.A. 5/10/76

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Employee Relations	Kathy Power	12 / 21 / 84

TO

DESTRUCTION DATE: Perm

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12157	DATE / /	

Per R. Crumling

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	CONTENTS ALPHABETIC-NUMERIC TO	CONTENTS DATES FROM	CONTENTS DATES TO
4482	Employee Files	P	Z		

1100-19-055

GRR001346

DEPARTMENT MANAGER'S APPROVAL: [illegible] 12/21/84

DATE APPROVED: 12/21/84

DATE SENT: 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	PREPARED AND SENT BY	DATE
Employee Relations	Kathy Power	12 / 21 / 84

TO

DESTRUCTION DATE: Perm

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12158	DATE / /	per R. Crumbaug

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC/NUMERIC FROM	CONTENTS: ALPHABETIC/NUMERIC TO	DATES FROM	DATES TO
4187	Employee Files	H	O		

GRR001347

DEPARTMENT MANAGER'S APPROVAL: Cindy Berg

DATE APPROVED: 12-21-84

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Employee Relations	Kathy Power	12 / 21 / 84

TO:

DESTRUCTION DATE: Perm.

Pam K. Crumbling

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12159	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC/NUMERIC FROM	TO	DATES FROM	TO
4186	Employee Files	A	G		

GRR001348

DEPARTMENT MANAGER'S APPROVAL: Carol Bacq

DATE APPROVED: 12 / 21 / 84

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
Corporate Gen. Acct	Gail Koepke	12/27/84

Old Society Cancelled A/P Checks
Sept '84 - March + April

DESTRUCTION DATE: 12/31/91

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12160	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	A/P Cancelled Checks March + April 1984 903-17-066				

GRR001349

DEPARTMENT MANAGER'S APPROVAL: [signature] DATE APPROVED: 12/28/84 DATE SENT: 12/27/84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate Gen Acct	Gail Koepke	12/27/84

TO: Tom Martin

Pension Cancelled Checks
10/1/84

DESTRUCTION DATE: ✓ 12/31/91

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12161	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Pension Cancelled Checks Oct & Nov. 1984				

GRR001350

DEPARTMENT MANAGER'S APPROVAL: Gail Koepke | DATE APPROVED: 12/27/84 | DATE SENT: 12/27/91

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
CORP. GEN ACCT.	GAIL KOEPKE	12/27/84

TO: ROSS MARTIN

CITIBANK CANCELLED CHECKS - MAY, 1984 - CITI SOCIETY

DESTRUCTION DATE: 12/1/91

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12162	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CITIBANK SOCIETY CANCELLED CHECKS MAY, 1984				

GRR001351

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Gail Koepke	12-27-84	12/27/84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
CORPORATE GENERAL ACCT	GAIL KOEPKE	12/27/84

TO: ROSS MARTIN

DIVISION DETAIL
FEB 83 - SEPT 83

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12163	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	DIVISION DETAIL FEB 83" - SEPT 83"				

GRR001352

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
Mick Knight	12/27/84	12/27/84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
CORPORATE GEN. ACCT	GAIL KNEPKE	12/27/84

TO: ROSS-MARTIN

AMERITRUST CANCELLED P/R CHECKS OCT 1984

DESTRUCTION DATE: 12/1/91

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12164	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	AMERITRUST CANCELLED P/R CHECKS 10/84				

GRR001353

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	12/27/84	1/3/1

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
CORPORATE GENERAL CORP.	G. KOEPKE	12/27/84

TO: ROSS MARTIN
AMERITRUST CO
9/84

DESTRUCTION DATE: 12/1/91

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12165	RECEIVED BY	BIN NUMBER
DATE: 1/1/		DATE 1/1/	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Ameritrust Cancelled Checks September, 1984				

GRR001354

DEPARTMENT MANAGER'S APPROVAL: [signature]

DATE APPROVED: 12/27/84

DATE SENT: 12/27/84

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate General Acct.	GAIL KOEPKE	12/27/84

CO. Ross Martin

AmeriTrust Cancelled P/R Checks

November, 1984

DESTRUCTION DATE ✓ 12/1/91

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12166	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	AmeriTrust Cancelled P/R Checks 11/84				

GRR001355

DEPARTMENT MANAGER'S APPROVAL [signature] DATE APPROVED 12/27/84 DATE SENT 12/27/84

FILE TRANSFER RECORD AND INVENTORY

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate Purchasing	Karen Bobowski	12 / 26 / 84

TO: Records Retention

DESCRIPTION OF RECORDS: PURCHASE ORDERS (CLOSED)

DESTRUCTION DATE: ~~1/1/1991~~ 1-1989

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER: 12767	RECEIVED BY	BIN NUMBER: Jan J. Dyan
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Closed Purchase Orders	A	R	1/82	12/82

GRR001356

DEPARTMENT MANAGER'S APPROVAL: [signature]

DATE APPROVED: 12-31-84

DATE SENT: 1/3/85

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.

GM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Corporate Purchasing	Karen Kokowski	12 / 26 / 84

TO: Records Retention

DESTRUCTION DATE: 1/1/89

~~PURCHASE ORDERS (CLOSED) W/ MISC. CORRESPONDENCE~~ ~~1/1/1991~~

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER: 12168	RECEIVED BY	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Closed Purchase Orders	S	Z	1/82	12/82
	Miscellaneous Correspondence	A	Z	1/82	12/82

GRR001357

DEPARTMENT MANAGER'S APPROVAL: [signature] DATE APPROVED: 1-2-85 DATE SENT: 1-3-85

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION & BENEFITS	BELINDA JOHNSON	1/28/85

TO: LYSS-MARTIN 203 HAYES DRIVE, CLEVELAND, OHIO 44131

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: 1/1	12190	DATE: 1/1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	LONG TERM DISABILITY DEDUCTION REGISTER			8/84	12/84
	RETIREE PENSION DEDUCTION REGISTER			1/83	7/84
	GROUP MEDICAL AND DENTAL DEDUCTION REGISTER			8/84	12/84

1100-79-05-1

GRR001358

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	1/28/85	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
COMPENSATION & BENEFITS	BELINDA JOHNSON	1/28/85

TO: ROSS-MARTIN, 303 HALES DRIVE, CLEVELAND, OHIO 44131

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY:	BIN NUMBER:
DATE: / /	12191	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	LONG TERM DISABILITY SURVEY			3/84	7/84
	LONG TERM DISABILITY SURVEY			10/83	3/84
	RSID DEDUCTION REGISTER			4/84	7/84
	ACCIDENTAL DEATH & DISMEMBERMENT DEDUCTION REGISTER			11/83	3/84

GRR001359

DEPARTMENT MANAGER'S APPROVAL: [signature]

DATE APPROVED: 1/28/85

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
COMPENSATION & BENEFITS	BELINDA JOHNSON	1/28/85

TO: LOCKHEED-MARTIN-MO, 203 LAKES DRIVE, CLEVELAND, OHIO 44131

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12192	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	LONG TERM DISABILITY DEDUCTION REGISTER			10/83	3/83
	CONTRIBUTORY LIFE DEDUCTION REGISTER			11/83	3/84
	MEDICAL AND DENTAL DEDUCTION REGISTER			8/83	2/84

GRR001360

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	1/28/85	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION & BENEFITS	BELINDA JOHNSON	1-28-85

TO: ROSS MARTIN 203 HAYES DRIVE, MAYFIELD OHIO 44131

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12193	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CONTRIBUTORY LIFE DEDUCTION REGISTERS			4/84	7/84
	ACCIDENTAL DEATH & DISMEMBERMENT DEDUCTION REGISTER			4/84	7/84
				8/84	12/84
	CONTRIBUTORY LIFE DEDUCTION REGISTER			8/84	12/84

GRR001361

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	1/28/85	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY:	DATE
COMPENSATION AND BENEFITS	BELINDA JOHNSON	1/29/85

TO: LAS-MARTIN-903 HANES DRIVE, CLEVELAND OHIO 44131

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12194	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	RETIREMENT SAVINGS AND INVESTMENT PLAN EDITS			9/83	
	" "			10/83	
	" "			11/83	
	LONG TERM DISABILITY DEDUCTION REGISTER			4/84	7/84

GRR001362

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	1/29/85	/ /

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
COMPENSATION & BENEFITS	BELINDA JOHNSON	1/28/85

TO: LOSS-PARTIN, 203 HAIES DRIVE, CLEVELAND OHIO 44131

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY	BIN NUMBER
DATE: / /	12195	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	MEDICAL AND DENTAL DEDUCTION REGISTERS			3/84	7/84
	RETIREMENT SAVINGS AND INVESTMENT PLAN EDITS				6/83
	" "				7/83
	" "				8/83

GRR001363

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	1/28/85	/ /

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.

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

ORIGINATING DEPARTMENT: FINANCIAL ANALYSIS & BUDGETS

PREPARED AND SENT BY: A. ALLENDORFER

DATE: 2 / 5 / 85

TO: STORAGE

DESTRUCTION DATE: ✓ JULY 1992

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:

DATE: / /

BOX NUMBER: 12196

RECORDS CENTER

RECEIVED BY

DATE / /

BIN NUMBER

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CHEMICAL COATINGS PHYSICAL VOLUME COMPUTER REPORTS - REGIONAL FISCAL YEAR 1985			NOVEMBER 1984	

1100-77-17

GRR001364

DEPARTMENT MANAGER'S APPROVAL: [illegible] 2/5

DATE APPROVED: 2/5/85

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

Original: 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
FINANCIAL ANALYSIS	A. ALLENDORFER	12 / 7 / 84

TO:

DESTRUCTION DATE: JULY 1992

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12197	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	FISCAL YEAR 1985 CHEMICAL COATINGS BY PHYSICAL VOLUME FOR THE MONTH OF SEPTEMBER, 1984 REGIONAL COMPUTER REPORTS			SEPT.	1984

GRR001365

DEPARTMENT MANAGER'S APPROVAL: W. Gardiner Jr.

DATE APPROVED: / /

DATE SENT: / /

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Pink — To Records Center inside box
Yellow — To Records Center inside box
Green — Retain for Files

FILE TRANSFER RECORD AND INVENTORY

THE GLIDDEN COMPANY

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

ORIGINATING DEPARTMENT	DIVISION	CHARGE TO: LOCATION	G/L	ACCT. CODE	COST CENTER	P.C.	OPT.
Financial Analysis	Glidden			7640			
PREPARED BY: Authorized by: M. Johnson/Dan Ulrich	DATE: 2/5/85						

August 1988

DESTRUCTION DATE (MONTH & YEAR): July 1993

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER: 12198	RECEIVED BY	BIN NUMBER
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1980 Budget Workpapers				
	1981 Budget Workpapers				
	Larry B. Douglas correspondence file				
	1979-1983 LRP Workpapers				
	1983 Budget Workpapers				
	1982 Budget Workpapers				

GRR001366

DEPARTMENT MANAGER'S APPROVAL: L. Calvitti — DATE APPROVED: 2/5/85 — DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
FINANCIAL ANALYSIS & BUDGETS	A. ALLENDORFER	2 / 5 / 85

TO: STORAGE

DESTRUCTION DATE: JULY 1992

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12199	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	CHEMICAL COATINGS PHYSICAL VOLUME COMPUTER REPORTS - REGIONAL FISCAL YEAR 1985			OCTOBER 1984	

GRR001367

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / 5 / 85

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
FINANCIAL ANALYSIS	A. ALLENDORFER	2 / 5 / 85

TO: STORAGE

DESTRUCTION DATE: July 1992

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12200	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Assessment Over/Under Calc. 1981				
	Variance Analysis Budget 1982				
	Charge In/Charge Out Budget 1982				
	1982 Division Assessment Budget 1982				
	1977 Regional Admin. Study				
	1982 Regional Admin. Study				
	Fiscal 1981 Charge In/Charge Out				
	1975-1979 Historical Summary Workpapers				
	Plastids Study 1982				
Fiscal	1984 Budget Originals				
	LRP Workpapers 1982-86, 1981-85				
	1979 Conference Information				

GRR001368

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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Bottom White Wet and attach to inside box cover.
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Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 30 / 85

SENT TO: Record Retention

DESTRUCTION DATE: 1/2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12207	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
		1-4501	4505		
		1-4506	4512		
		1-4515			
		2-4501	4517		
		8-4501	4520		
		8-4522	4590		
		9-4501	4548		
		9M-4501	4504		
		17-4501	4513		
		19-4501	4510		
		924-4501	4516		

1100-79-047

GRR001369

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

FILE TRANS. X RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 30 / 85

TO: Record Retention

DESTRUCTION DATE: 1/2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER: 12208	RECEIVED BY	BIN NUMBER: 2
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS — ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Workers' Compensation Claims	30-4501	4505		
		30L-4501	4540		
		63-4501			
		235-4501			
		265-4501			
		416-4501			
		43-4501			
		53-4501			
		60-4501			
		60-4501			
		128-4501			
		170-4501			
		172-4501			
		274-4501			
		274-4502			
		291-4501			
		314-4501			
		314-4502			
		844-4501			
		352-4501			
		355-4501			
		363-4501			
		40-4501	4504		
		44-4501			
		44-4502			
		62-4501			
		66-4501			
		66-4502			
		90-4501			
		202-4501			
		218-4501	4503		
		237-4501			
		257-4501			
		285-4501			
		320-4501			
		350-4501			
		366-4501			
		406-4501			
		558-4501			
		80-4501			
		832-4501			

GRR001370

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED: / /

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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ORIGINATING DEPARTMENT:	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 30 / 85

SEND TO: Record Retention

DESTRUCTION DATE: 1/2085

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

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC NUMERIC FROM	TO	DATES FROM	TO
	Workers' Compensation Files	99-4501			
		108-4501			
		150-4501	4504		
		169-4501	4502		
		230-4501			
		241-4501			
		278-4501			
		299-4501	4502		
		313-4501			
		57-7701			
		88-7701			
		106-7701			
		147-7701			
		147-7704			
		226-7701			
		235-7701			
		107-7701			
		248-7701			
		256-7701			
		265-7701			
		311-7701			
		398-7701			
		420-7701			
		471-7701	7702		
		622-7701			
		642-7701	7708		
		662-7702			
		2-7701	7716		

GRR001371

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Part-Loss-Prevention	Bertha M. Strickler	1 / 31 / 85

SHIP TO: Record Retention

	DESTRUCTION DATE
Workers' Compensation Files	1/2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER: 12209	RECEIVED BY	BIN NUMBER: 8
DATE: 1 / 1		DATE 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Workers' Compensation Files	44-4301			
		44-4303			
		61-4301			
		125-4301			
		218-4301			
		366-4301			
		467-4301			
		469L-4301			
		40-4301			
		44-4302			
		44-4304			
		61-4302			
		125-4302			
		249-4301			
		474-4401			
		9-4301	4346		
		10-4301			
	Workers' Compensation Payroll & Experience 1/77				
		#1 Cleveland			
		#1 Branches			
		#2 Reading			
		#2 Branches			
		#3 Los Angeles			
		#9M Minneapolis			
		#8 Branches			
		#8 Atlanta			
		#9 Chicago			
		#14 San Francisco			
		#14 Branches			
		#16 Branches			
		#17 Chicago			
		#17 Branches			
		#30 Cleveland			
		#30L-DP.RC			
		SCM Corp.			

GRR001372

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
Loss Prevention	Bertha M. Strickler	1/30/85

TO: Record Retention

DESTRUCTION DATE: 1/2085

Workers' Compensation Files

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 1220	RECEIVED BY:	BIN NUMBER: 6
DATE: 1/1		DATE: 1/1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Workers' Compensation Files	19-7801	7816		
		924-7801	7814		
		30-7801	7806		
		DPJ			
		30L-7801	7824		
		30C-7801			
		30-4308			
		30L-4301	4335		
		39-4301	4306		
		924-4301	4308		
		10-4302			
		46-4301			
		83-4301			
		182-4301			
		182-4302			
		250-4301			
		279-4301			
		433-4301			
		17-4301	4314		
		80-4301			
		84-4301			
		169-4302			
		212-4301			
		259-4302			
		105-4301			
		150-4301			
		99-4301			
		259-4301			
		141-4301			
		169-4301			
		171-4301			
		211-4301			
		19-4301	4318		
		30-4301	4307		

GRR001373

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	1/1	1/1

FILE TRANSFER RECORD AND INVENTORY

SGM CORPORATION

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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 FROM	CONTENTS - ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1/1/76 Payroll & Experience	#1 Branches #2 Reading #2 Branches #3 Los Angeles #8 Atlanta #8 Branches #9 Chicago #9M Minneapolis #14 Branches #16 Branches #17 Chicago #17 Branches #19 Wickliffe #30 Cleveland #30L DPJRC #924 Huron			

GRR001374

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	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 31 / 85

TO: Record Retention

Workers' Compensation Payroll & Experience Reports

DESTRUCTION DATE: ✓ 1/2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12211	RECEIVED BY	BIN NUMBER: 10
DATE: 1 / 1		DATE 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Workers' Compensation Payroll & Experience				
	1/1/71				
		#30L-Strongsville			
	1/1/74				
		#1 Branches			
		#2 Reading			
		#2 Branches			
		#3 Los Angeles			
		#5 St. Louis			
		#8 Atlanta			
		#8 Branches			
		#9 Chicago			
		#9M Minneapolis			
		#10 Baltimore			
		#14 San Francisco			
		#14 Branches			
		#16 Branches			
		#17 Chicago			
		#17 Branches			
		#19 Wickliffe			
		#39 Huron			
		#924 Huron			
		#30 Cleveland			
		#30L Strongsville			
	1/1/75 Payroll & Experience				
		#8 Branches			
		#9 Chicago			
		#9M Minneapolis			
		#14 San Francisco			
		#14 Branches			
		#16 Branches			
		#17 Chicago			
		#17 Branches			
		#19 Wickliffe			
		#30 Cleveland			
		#30L Strongsville			
		#924 Huron			
		#2 Reading			
		#2 Branches			
		#3 Los Angeles			
		#5 St. Louis			

GRR001375

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

FILE-TRANSFER-RECORD-AND-INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha Stricklin	1/1/

TO

DESTRUCTION DATE: 1-2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER Per B. Weatherford	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: 1/1/	12712	DATE 1/1/	5

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		Numeric	
		FROM	TO	FROM	TO
	Workers' Compensation Files	40-7801	7806	327-7801	
		41-7801	7802	354-7801	
		44-7801		380-7801	
		52-7801		453-7801	
		61-7801	7802	559-7802	
	125	[illegible]-7801		654-7801	
		183-7801			
		257-7801			
		268-7801			
		320-7801			
		366-7801			
		356-7801			
		366-7802			
		366-7803			
		399-7801			
		399-7802			
		406-7801			
		422-7801			
		9-7801	7817		
		9-7819	7857		
		9M-7801			
		14-7820	7823		
		14-7831	7835		
		118-7806			
		633-7805			
		17-7801	7820		
		80-7801	7803		
		84-7801			
		95-7801			
		108-7801	7803		
		141-7801			
		150-7801	7808		
		154-7801			
		201-7801			
		212-7801	7803		
		230-7802			
		230-7803			
		260-7801			
		313-7801			
		313-7802			

GRR001376

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. 10/76

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ORIGINATING DEPARTMENT	PREPARED AND SENT BY:	DATE
Loss Prevention	Bertha M. Strickler	1 / 30 / 85

TO: Record Retention

DESTRUCTION DATE: 1/2085

Workers' Compensatin Files

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12213	RECEIVED BY	BIN NUMBER 4
DATE: 1 1		DATE 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Workers' CompensatinnFFiles	80-7701			
		80-7702			
		86-7701			
		86-7702			
		92-7701			
		150-7701			
		181-7701			
		299-7701	7703		
		3240-7701			
		380-7701			
		423-7701			
		423-7702			
		19-7701	7703		
		19-7705-	7712		
		19-XXXXX	7714		
		924-7701			
		924-7703	7723		
		30-7701	7705		
		30L-7702	7706		
		30L-7708			
		30L-7709			
		30L-7711	7732		
		1-7801	7803		
		63-7801			
		64-7801			
		147-7801	7803		
		159-7801			
		176-7801	7802		
		253-7801			
		265-7801			
		306-7801			
		398-7801			
		449-7801			
		2-7801	7811		
		53-7801			
	194-	XXX-7801			
		219-7801			
		219-7802			
		285-7801			
		352-7801			
		398-7801			

GRR001377

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT:	PREPARED AND SENT BY	DATE / /
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
		898-7802			
		3-7802			
		8-7801	7813		
		8-7815	7872		

GRR001378

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

RECORD TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 31 / 85

TO: Record Retention

DESTRUCTION DATE: 1/2085

Workers' Compensation - Payroll & Experience Reports

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12214	RECEIVED BY	BIN NUMBER: 9
DATE: 1 1		DATE: 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1/1/64 Payroll & Experience Reports	#14 San Francisco			
	1/1/68 " " " "	#1 Cleveland #14 San Francisco #19 Wickliffe			
	Payroll & Experience Reports 35th & 36th year	#9 Chicago			
	1/1/69 Payroll & Experience Reports	#9M Minneapolis			
	1/1/70 Payroll & Experience Reports	#14 San Francisco			
	1/1/71 " " " "	#1 Cleveland #2 Branches #5 St. Louis #8 Atlanta #9M Minneapolis #10 Baltimore #14 Branches			
	1/1/72 " " " "	#1 Cleveland #1 Branches #2 Reading #8 Atlanta #8 Branches #10 Baltimore #14 San Francisco #17 Branches #19 Bacco #30 Headquarters #30L DPJRC		Cleveland	
	1/1/73 Payroll & Experience Repotts	#1 Branches #2 Reading #2 Branches #3 Los Angeles #5 St. Louis #8 Atlanta #8 Branches #9 Nubian, Chicago #9M Minneapolis #10 Baltimore			

GRR001379

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

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.

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 65 PRINTED IN U.S.A. 10/76

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
	1/1/73 Payroll & Experience Reports	#14 San Francisco #14 Branches #16 Branches #17 Midwest Chicago #17 Branches #19 Nacco #39 Huron #30 Headquarters #30L DPJRC		Cleveland	

GRR001380

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 30 / 85

TO: Record Retention

Workers' Compensation Files

DESTRUCTION DATE: 1/2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12215	RECEIVED BY	BIN NUMBER: 7
DATE: 1 / 1		DATE 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Workers' Compensation Files	1-4301	4319		
		1-8321	4322		
		1-4324	4328 28		
		1-4330	4340		
		1-4342	4360		
		248-4302			
		62-4301			
		235-4301			
		106-4301			
		107-4301			
		148-4301			
		204-4301			
		226-4301			
		236-4302			
		248-4301			
		294-4301			
		360L-4301			
		2-4301	4315		
		24-4302			
		24B-4301			
		24B-4303			
		53-4301			
		78-4301			
		194-4301			
		364-4301			
		382L-4301			
		53-4302			
		53-4303			
		216-4301			
		270-4301			
		[illegible]	4314		
		[illegible]	4371		
		[illegible]			
		[illegible]			
		[illegible]			
		[illegible]			
		[illegible]			
		[illegible]			
		[illegible]			

GRR001381

DEPARTMENT MANAGER'S APPROVAL: Workers' Compensation Files

DATE APPROVED: 1 / 1

DATE SENT: 1 / 1

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 30 / 85

TO: Record Retention

Workers' Compensation Files

DESTRUCTION DATE: 1/85 2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12216	RECEIVED BY	BIN NUMBER: 3
DATE: 1 1		DATE 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Workers' Compensation Files	2-7717			
		79-7701			
		146-7701			
		170-7701			
		214-7701			
		219-7701			
		219-7702			
		285-7701			
		285-7702			
		352-7701			
		8-7701	7773		
		40-7701			
		40-7702			
		44-7701	7704		
		202-7701			
	275	285-7701			
		343-7701			
		350-7701			
		356-7701			
	357	357-7701			
		366-7701			
		422-7701			
		441-7701			
		467-7701			
		9-7701	7760		
		17-7701	7721		

GRR001382

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	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 31 / 85

TO: Record Retention

Workers' Compensation Files

DESTRUCTION DATE: 1/2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: 1 / 1	12217	DATE 1 / 1	14

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Workers' Compensation Files	30L-4013			
		65-4001			
		1-3902-2			
		30-3907			
		1-3809			
		8-3835			
		9M-3802			
		9-3803			
		9-3809			
		9M-3803			
		17-3810			
		26M-3818			
		26M-3814			
		30-3814			
		30-3820			
		38-3821			
		30L-3803			
		63-3801			
		468L-3801			
		851-3863			
		1-3705			
		1-3706			
		5-3710			
		848-3704			
		848-3710			
		852-3715			
		1-3618			
		1-3641			
		1-3431			
		9-33024			
		1-3163			
		1-3164			
		75-2310			
		19-3000			
		Earl McCracken			

GRR001383

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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Green: Retain for File.

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha H. Strickler	1 / 31 / 85

TO: Record Retention

Workers' Compensation Files

DESTRUCTION DATE: 1/2085

RECORDS PROCESSING DEPARTMENT

RECEIVED BY:	BOX NUMBER	DATE:
	12218	1 / 1

RECORDS CENTER

RECEIVED BY	BIN NUMBER	DATE
	12	1 / 1

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Workers' Compensation Files	9-4401	4434	47-4401	
		27-4401	4405	239-4401	
		17-4407	4409	109-4401	
		19-4401	4421	125-4401	
		924-4401	4413	237-4401	
		30-4401	4403	467-4402	
		30-4405	4409	47-4402	
		30L-4401	4433	49-4401	
		57-4401		190-4401	
		68-4401		250-4401	
		88-4401		297-4401	
		147-4401		305-4401	
		147-4402		457-4401	
		148-4401		645-4401	
		228-4401		42-4401	
		662L-4401		42-4402	
		578-4401		80-4401	
		659-4401		84-4401	
		692-4401		86-4401	
		24-4401		99-4401	
		53-4401		108-4401	
		60-4401		150-4401	
		72-4401		150-4402	
		78-4401		150-4403	
		79-4401		273-4401	
		79-4402		327-4401	
		194-4401		423-4401	
		219-4401		42384402	
		262-4401			
		40-4401			
		49-4402			
		44-4401			
		61-4401			
		109-4402			
		209-4401			
		218-4401			
		367-4401			
		399-4401			
		467-4401			
		49-4403			

GRR001384

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	1 / 1	1 / 1

FILE TRANSFER RECORD AND INVENTORY

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Yellow: To Records Center inside box.
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SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 31 / 85

TO: Record Retention

Workers' Compensation Files

DESTRUCTION DATE: 1/2085

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12219	RECEIVED BY:	BIN NUMBER: 13
DATE: 1 / 1		DATE: 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	Workers' Compensation Files	1-4201		9M-4001	
		1-4204		19-4005	
		1-4214		19-4010	
		1-4225		19-4032	
		1-4233			
		1-4234			
		1-4243			
		1-4245			
		1-4247			
		1-4250			
		8-4284			
		9-4217			
		9-4235			
		9-4238			
		9M-4203			
		14-4214			
		19-4201			
		497-4202			
		19-4205			
		19-4211			
		19-4220			
		30-4202			
		30-4206			
		1-4110			
		1-4136			
		1-4159			
		9-4136			
		19-4106			
		44-4101			
		65-4101			
		28-4120			
		211-4101			
		645-4101			
		1-4020			
		8-4033			
		10-4003			
		19-4002			
		19-4003			
		19-4006			
		19-4007			

GRR001385

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

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	PREPARED AND SENT BY	DATE
Loss Prevention	Bertha M. Strickler	1 / 31 / 85

TO: Record Retention

DESTRUCTION DATE: 1/2085

Workers Compensation Payroll & Experience Reports & Files

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER: 12220	RECEIVED BY	BIN NUMBER: 11
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1/1/78 Payroll & Experience	#1			
		#1 Branches			
		#2 Reading			
		#2 Branches			
		#3 Los Angeles			
		#9 Chicago			
		#8 Branches			
		#9M Minneapolis			
		#14 Branches			
		#16 Branches			
		#17 Chicago			
		#19 Wickliffe			
		#924 Huron			
		#919 dpjrc			
		#30 UCB			
		SCM Corp.			
	Files	1-4401	4424		
		1-4426	4428		
		2-4401	4417		
		5-4401	4402		
		804401	4442		
		8-4444	4479		

GRR001386

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

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

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
Property Accounting	C.H.S. Ledger	2/11/85

TO

DESTRUCTION DATE: Permanent

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12229	RECEIVED BY	BIN NUMBER
DATE: 1 1		DATE 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	Corporate Reserve Ledger				
	Revised Division Reserve Ledger				
	August 1951				
	September 1951				
	October 1951				
	9030-77-069				

GRR001387

DEPARTMENT MANAGER'S APPROVAL: R. K. Dolf

DATE APPROVED: 2/12/85

DATE SENT: 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	PREPARED AND SENT BY	DATE
CORPORATE PAYROLL DEPARTMENT	B.L. BANKS	02 / 12 / 85

TO: ACCRD RETENTION

DESTRUCTION DATE: 1 FEB 95

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER:	RECEIVED BY	BIN NUMBER
DATE: 1 1	12230	DATE 1 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	CONTENTS ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	W-4 Rpt. No. R034PERK	1st Qtr 1984	4th Qtr 1984		
	Acquisitions/Conversions for the following:				
	Ashtabula Plant				
	Pemco				
	Syracuse Operations				
	General Paint Co. de Mexico				
	Olney and Carpenter Division				
	Gretchen Grant, Ind.				
	Proctor Silex Conversion				
	299 Park Ave...Non-Exempt Conversion				
	Dolphin Sea Foods #1847				
	W-2(s) Copy "D"				
	Wage and Separation Information				
	Salary/Hourly Disevility Adjustments	1977	1978		
	Employee's Disability Claim R port Form 20	1979	1984		
	W-2 Edit Rpt. No. R0342005	1st Qtr 1984	4th Qtr 1984		
	New York Part Time Students Dismissal Payments	1976	1984		
	Correspondence	1977	June 1980		

GRR001388

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
B T Cortinello	1 21 85	1 1

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 66 PRINTED IN U.S.A. 10/76

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
CORPORATE PAYROLL DEPARTMENT	B.L. BANKS	02 / 12 / 85

TO: CORD RETENTION

DESTRUCTION DATE: 1 FEB 92

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12231	RECEIVED BY	BIN NUMBER
DATE: 1 / 1		DATE 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	CORRESPONDENCE	JULY 1980	DEC 1980	1981	1983
	CONTROL BOOK REGISTER			FEB 1976	DEC 1979

GRR001389

DEPARTMENT MANAGER'S APPROVAL: [signature]

DATE APPROVED: 2/11/85

DATE SENT: 1 / 1

FILE TRANSFER RECORD AND INVENTORY

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

THE GLIDDEN COMPANY

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

ORIGINATING DEPARTMENT: Compensation & Benefits

DIVISION: Glidden

CHARGE TO: LOCATION | G.L. | ACCT. CODE: 7640 | S/U | COST CENTER | P.C. | OPT.

PREPARED BY: Reviewed by M. Johnson

DATE: 8/12/85

August 1988

DESTRUCTION DATE (MONTH & YEAR)

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE	12232	DATE	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	1982 Inactive Social Security Files	Gelachlager	Sansosti		

GRR001390

DEPARTMENT MANAGER'S APPROVAL: D. Wirtz

DATE APPROVED: 2/4/85

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS -- C&R	Renee Hanley	2 / 12 / 85

TO: Rose-Martin Co. 203 Hayes Drive, Cleveland, Ohio 44131

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12233	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	1981 Inactive Social Security Files	Routh	Trimble		

GRR001391

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	2/4/85	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS -- C&R	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12234	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1982 Inactive Social Security Files	Foertmeyer	Hofler		

GRR001392

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	2/4/85	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS -- C&R	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12235	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	1981 Inactive Social Security Files	Owen	Roush		

GRR001393

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	2/14/85	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS -- C&R	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12236	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	1981 Inactive Social Security Files	Higgins	Kiefer		

GRR001394

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	2/14/85	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS --C&R	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12237	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	1981 Inactive Social Security Files	Brown	Davis		

GRR001395

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[illegible]	1/14/85	/ /

FILE TRANSFER RECORD AND INVENTORY

THE GLIDDEN COMPANY

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. 9/86

ORIGINATING DEPARTMENT	DIVISION	CHARGE TO						
		LOCATION	G.L.	ACCT. CODE	SUB	COST CENTER	P.C.	OPT.
Compensation & Benefits	Renee Henley/Connie Hayse			7640				
PREPARED BY	DATE	DESTRUCTION DATE (MONTH & YEAR)						
Reboxed by Carol Dewes 2/1/90	2/3/85	PERMANENT						

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE	12238	DATE	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	CONTENTS ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1982 Inactive Social Security Files	Caccese	Florian		

GRR001396

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED

DATE SENT

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS -- C&R	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE: / /	12239	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	1981 Inactive Social Security Files	Trio	Zink		

GRR001397

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	2/4/85	/ /

FILE TRANSFER RECORD AND INVENTORY

THE GLIDDEN COMPANY

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

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

ORIGINATING DEPARTMENT	DIVISION	CHARGE TO						
		LOCATION	G.L.	ACCT CODE	SUB	COST CENTER	P.C.	OPT
Compensation & Benefits	Glidden			7640				
PREPARED BY	DATE							
Reboxed by M. Johnson/D. Uhler August 1988	2 / 12 / 85							

DESTRUCTION DATE (MONTH & YEAR): PERM

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12240	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS			
		ALPHABETIC-NUMERIC		DATES	
		FROM	TO	FROM	TO
	1982 Inactive Social Security Files	Hogan	Lowe		

GRR001398

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
D. Wirtz	2 / 14 / 85	/ /

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.

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
[redacted]	Bessie Bailey	2 / 12 / 85

TO:
[redacted] 1203 Huron Drive, Cleveland, Ohio 44131

DESTRUCTION DATE
PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12241	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	1981 Inactive Social Security Files	Fry	Hicks		

GRR001399

DEPARTMENT MANAGER'S APPROVAL [redacted]

DATE APPROVED 3-11-85

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS --C&B	Renee Bealey	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12242	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1981 Inactive Social Security Files	Kiehne	Hays		

GRR001400

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED 2/14/85

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS - C&B	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12243	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1981 Inactive Social Security Files	McAlpine	Ostby		

GRR001401

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	2-4-85	/ /

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	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS - C&B	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12244	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	1982 Inactive Social Security Files	Lynch	O'Donnell		

GRR001402

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
	2/14/85	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
COMPENSATION AND BENEFITS -- C&R	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12245	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	1982 Inactive Social Security Files.	Utter	Zoldock		

GRR001403

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
[signature]	2/4/85	/ /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88-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
CONSOLIDATION AND [illegible] C&R	Renee Henley	2 / 12 / 85

TO: Iron Mountain Co., 745 Hayden Drive, Cleveland, Ohio 44131

Retain Thru 8/88

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12246	RECEIVED BY	BIN NUMBER: 379.2-6
DATE: 1 / 1		DATE 1 / 1	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	1982 Inactive Social Security Files	Santoro	Tygart		

GRR001404

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED 2/14/85

DATE SENT 1 / 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 -- C&B	Renee Henley	2 / 12 / 85

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

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12247	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1981 Inactive Social Security Files	Angaard	Brooks		

GRR001405

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED 2/14/85

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

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

Originator:

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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
CONSERVATION AND SAFETY — C&S	Renee Hanley	2 / 12 / 85

TO: Rose-Martin Co., 203 Wayne Drive, Cleveland, Ohio 44131

DESTRUCTION DATE: PERMANENT RECORD

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12248	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS: ALPHABETIC-NUMERIC FROM	ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1981 Inactive Social Security Files	Dawson	Frost		

GRR001406

DEPARTMENT MANAGER'S APPROVAL: C&S Dept

DATE APPROVED: 2/14/85

DATE SENT: / /

FILE TRANSFER RECORD AND INVENTORY

THE GLIDDEN COMPANY

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

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

ORIGINATING DEPARTMENT	DIVISION	CHARGE TO					
		LOCATION	G.L.	ACCT. CODE	COST CENTER	P.C.	OPT.
Compensation & Benefits	Renee Henley/Connie Hayse			7640			
PREPARED BY	DATE						
Reboxed by Carol Dawes 2/1/90	2/12/85						

DESTRUCTION DATE (MONTH & YEAR)

PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY	BOX NUMBER	RECEIVED BY	BIN NUMBER
DATE / /	12249	DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS — ALPHABETIC-NUMERIC FROM	CONTENTS — ALPHABETIC-NUMERIC TO	DATES FROM	DATES TO
	1982 Inactive Social Security Files	Abate	Butler		

GRR001407

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

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.

SCM CORPORATION

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

ORIGINATING DEPARTMENT	PREPARED AND SENT BY	DATE
International Department	Lenore Schiffarth/Grace Arredondo	1 / 25 / 85

TO: Executive Office Record Retention Files

DESTRUCTION DATE: PERMANENT

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12253	RECEIVED BY	BIN NUMBER
DATE: / /		DATE / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC FROM	CONTENTS ALPHABETIC TO	DATES FROM	DATES TO
	C&R PERMANENT QUOTE FILES			1973	1982

GRR001408

DEPARTMENT MANAGER'S APPROVAL

DATE APPROVED / /

DATE SENT / /

FILE TRANSFER RECORD AND INVENTORY

SCM CORPORATION

FORM 88 PRINTED IN U.S.A. 10/75

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
GOVERNMENT SALES #43	A.M. Comella / Steve Pitcher	2 / 26 / 85

TO: Ross-Martin Company 203 Hayes Drive, Cleveland, Ohio

DESTRUCTION DATE: 2/90

RECORDS PROCESSING DEPARTMENT		RECORDS CENTER	
RECEIVED BY:	BOX NUMBER: 12284	RECEIVED BY:	BIN NUMBER:
DATE: / /		DATE: / /	

FORM NUMBER	DESCRIPTION OF RECORDS	CONTENTS ALPHABETIC-NUMERIC FROM	TO	DATES FROM	TO
	Navy Exchanges			1/77	5/83
	AAFES Contracts			10/69	11/72
	GSB Bulletins #53 to ~~#64~~			7/75	2/80

GRR001409

DEPARTMENT MANAGER'S APPROVAL	DATE APPROVED	DATE SENT
John J. Ellis / S.L. Pitcher-Govt. Sales	2 / 26 / 85	2 / 27 / 85