



RECORDS STORAGE LIST RECORDS MANAGEMENT CENTER

PREPARED BY:

PHONE

DONNA TRINCIA L-1237

3218

APPROVED BY DEPT RECORDS REPRESENTATIVE

IRIS FISHER

DATE 12/26/84

RECORDS CATEGORY—SEE RECORDS RETENTION MANUAL

INJURY RECORDS - PUBLIC LIABILITY

COPY

FUNCTIONAL CODE

☒ Official ☐ Extra

RECORDS DESTRUCTION DATE (See instruction No. 4)

1995

DEPARTMENT

ENGINEERING

DIVISION or SECTION

CONSTRUCTION DIVISION - SAFETY OFFICE

DETAIL LIST OF RECORDS AND RANGE

DATES OF RECORDS

FROM

TO

DEPT.
IDENTIFI-
CATION
NUMBERRECORDS MANAGEMENT
CENTER—CARTON NUMBER
To be completed by
Records Management CenterALBANY SHOPS

1972

1984

32959

45979

Pratt, Daniel

PL 23 NT

BEAUMONT CONSTRUCTION

Gipson, Herman, III

PL 95 NT

Wallace, Lynn B.

3rd Party

Whitmore, Jimmy Wayne

PL 90 NT

BELLE CONSTRUCTION

Clay, Thomas E.

PL 13 NT

Joseph, Sr., Edward

PL 11 LWC

Smith, Bobby Dutch

PL 14 NT

Ware, William Edgar

PL 8 NT

CAPE FEAR CONSTRUCTION

Irving, E. T.

PL 36 NT

Roberts, Richard F.

SOMEDAY

Wilder, J. W.

PL 4-1/2 NT

CHAMBERS WORKS CONSTRUCTION

Adair, George T.

PI 49 FAO

Adamson, John H.

PI 92 NT

Andress, John R.

PI 84

Conicelli, Frank M.

PI 83 NT

Fermano, Alphonse

PI 91 NT

Florich, Robert Thomas

PL 89 NT

Graves, Jr., Joseph C.

PI 88 NT

Jordan, Linwood J.

PL 90 NT

McCann, Jr., Robert A.

PI 87 NT

McDermott, Frank A.

PI 64-3/4 NT

Pratta, James M.

PI 85 NT

Reeder, John H.

PI 87-1/2 NT

INSTRUCTIONS

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

8 INDICATE

L-1237

LOCATION/ROOM NUMBER

IS TO ARRANGE FOR PICK-UP.

OF CARTONS LISTED IF RECORDS MANAGEMENT CENTER

DESTRUCTION
SHEET NO.

DUP 0913519

SC-DP-07960