



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

F500

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 NUMBE
To be completed by
Records Management CenterDE Lisle CONSTRUCTION

1972

1984

32959

45979

Sylvester, Wilmer D.

PL 21-5/8

EDGE MOOR CONSTRUCTION

Padley, George H.

PL 62 LWC

EXPERIMENTAL STATION

Bush, Christopher David

PL 1 LWC LS

Campbell, Scott

PL 21 NT

Davis, Ellen

PL 15 LWC

Di Ciasare, Gary W.

PL 20 LWC

Franklin, Carl James, Jr.

PL 18-1/2 LWC

-FAO

Jones, Thomas

PL 14-1/2 NT

Justica, Terry

PL 18 LWC-FAO

Lynch, Raymond

PL 24 NT

Masten, Howard

SOMEDAY

Phillips, William

PL 26 NT

Rooney, Jim M.

PL 23 LWC-FAO

Weston, Jr., Joseph

PL 4 NT

FLORENCE CONSTRUCTION

Baren, Billy V.

PL 37 NT

Coker, James M.

PL 38 NT

FRONT ROYAL CONSTRUCTION

Price, Richard L.

PL 3 NT

HOUSTON CONSTRUCTION

Collette, Gary P.

PL 61 NT

Page, Roy W.

PL 78 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.

DESTRUCTION
SHEET NO.

DUP 0913521

8. INDICATE L-1237

LOCATION/ROOM NUMBER

OF CARTONS LISTED IF RECORDS MANAGEMENT CENTER

IS TO ARRANGE FOR PICK-UP.