

RECORDS RETENTION SCHEDULE RECONCILIATION

RECORDS MANAGEMENT DEPARTMENT - M/C

DEPARTMENT NAME SCIENCE & TECHNOLOGY

COST CENTER NUMBER 141

INDEX BINDERS CONSOLIDATED BY:

N/A DATE _____

INDEX BINDER RE-LABELED BY:

Donie Mallory DATE 2/15/90

RETENTION & RECOMMENDATION FILE REORGANIZED AND RE-LABELED BY:

N/A DATE _____

RECORDS RETENTION SCHEDULE PLACED IN INDEX BINDER AND IN FILE BY:

Wayne Baughan DATE 4/18/90

BOXES CREATED FOR HARD COPY PERMANENT RETENTION RECORDS BY:

N/A DATE _____

RECORDS TRANSFER INVENTORY FORMS UPDATED BY:

Wayne Baughan DATE 7/25/90

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