

RECORDS CONTROL FORM

Date: Sept 22, 1981

2051153890

TO:

Records Storage & Retrieval
Administrative Services-East Wing

Cost Center #

149

Carton

21

From: (Department)

OPERATION SERVICES

Responsible Contact:

Betty Walker

Extension:

5152

Description of Records:

BUILDING & GROUNDS
Correspondence & Reports

Record Date Span:

From To

79

Retention Period:

10 years

From: File Cabinet # (s)

Drawer # (s)

FOR USE BY RECORDS STORAGE & RETRIEVAL SYSTEM ONLY

Location: microfilm

Disposal Date: 12/89

Remarks:

DISTRIBUTION:

White-Rec Storage

Blue-Department

Pink-Attach to Carton