

4037 4/84

RECORDS CONTROL FORM

TO: Records Administration
East Wing Basement/Manufacturing Center

Date: 5/12/88
Cost Center #

073

Carton #

680

From: (Department)

Leaf

Responsible Contact:

Jane Newchok

Extension:

5529

Description of Records:

Daily Blending & Stemming - 84
Richmond, Louisville, ULT

Record Date Span:

From To
84 84

Retention Period:

10 yrs

From:

File Cabinet # (s)

Drawer # (s)

FOR USE BY RECORDS ADMINISTRATION ONLY

Location: MICROFILM

Disposal Date: 1994

Remarks:

DISTRIBUTION:

White - Records Administration

Blue - Department

Manila - Attach to Carton

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