

RETENTION SCHEDULE MAINTENANCE FORM

2051123526

TO: RECORDS MANAGEMENT DEPARTMENT

(RESPONSIBLE RECORDS MANAGEMENT GROUP)

FROM: M. C. Joyce

(RECORDS COORDINATOR)

NAME OF DEPARTMENT: 02MFGM10 MANUFACTURING - LOUISVILLE - OPERATIONS MANAGEMENT

AUTHORIZED SIGNATURE: 

(DEPARTMENT HEAD)

[NOTE: You will receive a separate memorandum providing you with any new record category codes or with reasons for denial of requested additions or changes.]

Requested Revision*	Record Category Code	Record Category	RETENTION PERIOD		
			In Dept.	In Storage	Total
CRP	A0410	ADMINISTRATIVE	C		C

You must attach a description of records in each new category requested and reasons for any suggested retention period changes.

*REQUESTED REVISION CODES:

ADD = Add to the records retention schedule

DEL = Delete from the records retention schedule

CRC = Change the record category description

CRP = Change the retention period for a category

FOR RECORDS MANAGEMENT USE

Responsible Records Management Group Approval: Catherine Thompson Date: 3/26/82Legal Counsel Approval: Arthur J. Bong Date: 5-21-92