

Records Inventory Worksheet

Department: **Plant & Property**

Date Completed: **November 30, 2011**

Time Period Covered: **January 2007 to December 2011**

Completed by: **B. Collins**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Agreements/Contracts	Construction projects agreements/contracts	Project Office	Electronic and paper	Permanent	In progress and executed	VP/Director/Manager/ Admin. Asst.