VIRGINIA STATE UNIVERSITY RECORDS TRANSFER AND INVENTORY LIST

1. Department			2. Sub-Unit or Division	3. Records Coordinator
4. Records Series or Title 5. General Schedule No.				6. Date Range
7. Box No. 8. Contents of Box				9. Records Center Ref. Location
7.2011.00				37.1000145 CHM2 11011 2011141011
10. State Minimum retention period of Records				
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11. Unless otherwise stated these records will be disposed of after				
12. Signature of Records Coordinator or Account Manager				
13. Date				
TO BE COMPLETED BY RECORDS MANAGEMENT				
14. Date of actual disposal				
15. Records Center Control Number				