RECORD TRANSFER DATA INPUT (RTDI) FORM

1. Company	2. Department Name	3. Org. Code	4. Location of Records	5. Date	6. Retiring Unit and Code	7. Page **1 of 1**
Pacific Northwest National Laboratory	**Records & Information Mgmt.**	**D6280**	**3000/ESB/33**	**09/26/97**	***(This code is entered by Records Management)***	

8. Mgr./Phone/Payroll	9. Custodian/Phone/Payroll	10. MSIN	11. Work Pkg. Number for Transportation	12. DUSA: Designated Unclassified Subject Area
Schuette, PK/5-2185/34567	**Parnell, JL/5-6969/3j000**	**K3-70**	**M00001**	Yes (**X**) No ( )

12. Box No.	13. Description of Record	14. C/S/U	15. Inclusive Dates		16. Cubic Feet	17. Disposal Authority	18. Retention Period
			From	To			
123456	Administrative Files A3.2 Reports to Department Manager A3.3 Monthly Reports to Section Manager	U	01/93	12/95	1.0	GRS 23.1	2 Years
123457	O1.4.4 Record Schedules/Correspondence O1.4.6 Record Freezes from Destruction O1.15 Records Management Program Evaluation	U	02/94	12/95	.55	GRS 16.7	6 Years

THIS IS AN EXAMPLE OF AN ADMINISTRATIVE RTDI

19. Prepared by/Date	20. Records Mgmt Approval/Date	21. Received by RHA	22. Date Received