

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
**(1952 - PRESENT)**

DATE 11/30/95

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS 5EXPENSES (\$) 25

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
A0456 -	ACTIVITIES	0	
A0457 -	ADMINISTRATIVE - SERVICES		
A0459 -	AIRPORT		
A0460 -	ANNIVERSARY DATE REPORT		
A0462 -	APPROPRIATIONS		
A0463 -	APPROVED PRODUCTS LIST		
A0464 -	ARTWORK		
A0465 -	ASSOCIATIONS AND MEMBERSHIPS		
B0401 -	BENEFITS - PERSONNEL		
B0402 -	BID PROPOSALS		
B0403 -	BIOGRAPHIES/PHOTOGRAPHS -		
	PERSONNEL		
B0973 -	*BRAND PROMOTIONS	0	
	TOTAL	0	0

2051045662

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
**(1952 - PRESENT)**

DATE \_\_\_\_\_

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS \_\_\_\_\_

EXPENSES (\$) \_\_\_\_\_

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
B0406 -	BUDGETS	0	
C2587 -	CALENDARS/DIARIES/DAYTIMERS		
C0855 -	CAPITAL BUDGET		
C0856 -	CAPITAL FORECASTS		
C0857 -	CAREER DEVELOPMENT PROGRAM (CDP)		
C0858 -	CHRISTMAS SHUTDOWN		
C0859 -	CIGARETTE DISPOSAL POLICY		
C0860 -	CIGARETTE DISTRIBUTION		
C0861 -	CIGARETTE INVENTORY/HOLIDAY SMOKES		
C0865 -	COMPENSATION - PERSONNEL		
C0866 -	CONFERENCES AND SEMINARS	0	
TOTAL			2051045663

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
**(1952 - PRESENT)**

DATE \_\_\_\_\_

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS

**EXPENSES (\$)** \_\_\_\_\_

RECORD CATEGORY CODE AND TITLE	NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
C0867 - CONTRACTS & AGREEMENTS -	0	
UNOFFICIAL COPIES		
C0868 - CORRESPONDENCE - GENERAL		
C0869 - CORRESPONDENCE - IMPORTANT		
C0870 - CORRESPONDENCE - TECHNICAL		
C0871 - COST CONTAINMENT		
C0872 - COST DATA		
C0873 - COST SAVINGS		
D0836 - DEPARTMENTAL HISTORY		
D0260 - DIRECT MATERIALS		
D0261 - DIRECTORIES		
E0458 - EMPLOYEE INVOLVEMENT		
E0460 - EMPLOYEE STORE	0	
TOTAL		

2051045664

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
**(1952 - PRESENT)**

DATE \_\_\_\_\_

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS \_\_\_\_\_

EXPENSES (\$) \_\_\_\_\_

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
E0463 -	EQUIPMENT	0	
E0464 -	EXECUTIVE MANAGEMENT UPDATE		
E0465 -	EXECUTIVE SUMMARIES		
E0467 -	EXPENSE STATEMENTS		
E0468 -	EXPENSES		
F0287 -	FACTORY RULES		
F0288 -	FACTORY SMOKES		
F0289 -	FINANCIAL REPORTS		
F0290 -	FINISHED GOODS		
F0291 -	FIVE YEAR PLAN		
F0292 -	FUNCTIONAL ANALYSIS		
G0215 -	GOALS/OBJECTIVES/PLANNING		
H0286 -	*HOURLY MANNING	0	
	TOTAL		

2051045665

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
**(1952 - PRESENT)**

DATE \_\_\_\_\_

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS \_\_\_\_\_

**EXPENSES (\$)** \_\_\_\_\_

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
H0175 -	HOUSEKEEPING	0	
I0260 -	*INDUSTRIAL ENGINEERING PROJECT		
	STATUS		
I0261 -	INFORMATION SERVICES SUPPORT		
I0263 -	INVENTORIES		
J0171 -	JOB DESCRIPTIONS		
L0276 -	LABOR CONTRACTS		
L0279 -	LAYOUTS		
L0281 -	LEGAL		
M1384 -	*MACHINE DOWNTIME REPORT		
M0467 -	MANAGEMENT DEVELOPMENT		
M0469 -	MAPS		
M0471 -	MEETINGS	0	
TOTAL			

2051045666

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
(1952 - PRESENT)

DATE \_\_\_\_\_

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS \_\_\_\_\_

EXPENSES (\$) \_\_\_\_\_

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
M0473 -	MONETARY APPROVAL	0	
M0475 -	MONTHLY REPORTS		
M0476 -	MRO CATALOG INFORMATION		
N0149 -	NEW EMPLOYEE ORIENTATION		
N0150 -	NEWSLETTERS		
O0227 -	OFFICE SUPPLIES/EQUIPMENT		
O0229 -	OPERATING REPORTS		
O0230 -	ORGANIZATIONAL ANNOUNCEMENTS		
O0231 -	ORGANIZATIONAL CHARTS		
O0235 -	OVERTIME REPORTS		
O0476 -	OWU - PSU		
P0784 -	PERFORMANCE APPRAISALS		
P1939 -	PERSONNEL FILES	0	
	TOTAL		

2051045667

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
**(1952 - PRESENT)**

DATE \_\_\_\_\_

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS \_\_\_\_\_

EXPENSES (\$) \_\_\_\_\_

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
P1938 -	PLANNING	0	
P0786 -	PLANT OPERATIONS		
P0787 -	POLICIES/PROCEDURES		
P0788 -	POLICY & PROCEDURE INSTRUCTION		
	(PPI)		
P0790 -	PRIMARY PROCESSING		
P0791 -	PROCESS REPORTS		
P0792 -	PRODUCTION & PRODUCTION REPORTS		
P0793 -	PRODUCTION PLANNING		
P0794 -	PROFESSIONAL ORGANIZATIONS		
P0795 -	PROGRAMS		
P0796 -	PROPERTY - BUILDINGS & GROUNDS		
P0797 -	PUBLICATIONS	0	
	TOTAL		

2051045668

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
**(1952 - PRESENT)**

DATE \_\_\_\_\_

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS \_\_\_\_\_

EXPENSES (\$) \_\_\_\_\_

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
P0798 -	PURCHASE ORDERS/REQUISITIONS	0	
P0799 -	PURCHASING		
Q0259 -	QUALITY		
R0338 -	RADIOS/BEEPERS		
S0539 -	SAFETY ISSUES		
S0541 -	SANITATION AUDITS		
S0544 -	SERVICES		
S0545 -	SPECIAL EVENTS/PROJECTS		
S0546 -	SPECIFICATIONS		
S1892 -	SPEECHES		
S0547 -	SURVEYS AND STUDIES		
T0345 -	TECHNICAL INFORMATION		
T0346 -	TELECOMMUNICATIONS	0	
	TOTAL		

2051045669

**RECORD VOLUME BY CATEGORY**  
**HUMPHREY CASE**  
**(1952 - PRESENT)**

DATE \_\_\_\_\_

DEPARTMENT NAME: CABARRUS OPERATIONS SUPPORT

DEPARTMENT CODE: 06MFON90

COORDINATOR NAME: RACHEL ROGERS

MAN HOURS \_\_\_\_\_

EXPENSES (\$) \_\_\_\_\_

RECORD CATEGORY CODE AND TITLE		NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
T0347 -	TELEPHONES	0	
T0348 -	TIMESHEETS		
T0351 -	TRAINING & DEVELOPMENT		
T0352 -	TRAVEL		
V0239 -	VACATION SCHEDULES		
V0240 -	VEHICLES		
V0241 -	VENDOR INFORMATION		
V0242 -	VISITS		
V0243 -	VOUCHERS		
W0179 -	WAGES		
W0180 -	WARNING LABELS		
W0181 -	WASTE REPORTS		
W0182 -	WEEKLY REPORT		
W0183 -	WORK FORCE SUMMARY		
Y0104 -	YEAR-END ACCRUALS	0	
TOTAL			

2031045670