

## University of Washington, Medical Centers Audit records

### Inventory

Accession No: 72-012

Special Collections Division  
University of Washington Libraries  
Box 352900  
Seattle, Washington, 98195-2900  
USA  
(206) 543-1929

This document forms part of the Guide to the University of Washington, Medical Centers Audit Records. To find out more about the history, context, arrangement, availability and restrictions on this collection, click on the following link:

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<b>RECORDS TRANSMITTAL AND RECEIPT</b>	<b>TO BE COMPLETED AT UNIVERSITY RECORDS CENTER</b>	
	ACCESSION NO. 72-12	RECORD GROUP NO. 10.9
<b>INSTRUCTIONS</b> Send original and one copy to University Records Center.	SIGNATURE <i>Peter M. Lellan</i>	DATE RECORDS RECEIVED 5-17-72
	TITLE Records Center Manager	
FROM: (Name and address of Agency transferring records) <u>Internal Auditor</u> NL-40	TO: University Records Center 3902 12th Avenue N.E. HO-10	

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY				
2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED		4. CUBIC FEET OF RECORDS TRANSFERRED  5
A. OFFICE	B. STORAGE	A. FILE CABINETS (No.)	B. TRANS. FILES (No.) C. SHELVING (Lin. Ft.)	
5. NAME OF AGENCY CUSTODIAN OF RECORDS J. Douglas Griggs			6. BUILDING AND ROOM NO. 3917 University Way N.E.	7. TELEPHONE NO. 3 4998
8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
9. AGENCY OFFICIAL (Signature) <i>J. Douglas Griggs</i>			10. TITLE Internal Auditor	11. DATE 5-23-72
12. BOX NUMBERS URC ONLY AGENCY		13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records.)		14. RETENTION PERIOD
		Records of the Auditor, Paul Hoffman		
		<u>General Files</u> 1917(1929-1935)1946		
<del>06037a</del>	1	Accounting-General	1929-1936	Archival
		Advertisizing	Dec. 1929	
		Assessments, Public Improvements, etc.	1929	
		Budget-Biennial Vocational Education	1917-1919	
<del>06037b</del>	2	General	1927-1929 thru 1931-1933	
		General	1933-1935 thru 1935-1937	
		Bulletins, General (President, etc.)	1931-1932	
		Chemistry-Pharmacy Bldg.	1936-1938	
<del>06037d</del>	3	Chemistry-Pharmacy Bldg.	1936-1938	
		Comptroller, Secretary to	1927-1929	
		Disbursements (from State & Local funds)	Jun. 1929-Mar. 1935	
		Faculty Circulars	12-2-29 to 3-31-33	
		Infirmary Bldg.	1935	
		Insurance Reports	1936-1938	
		Library Addition	1933-1935	
<del>06037e</del>	4	Library Addition	1934-1935	
		Memberships, Dues, etc.	1929-1932	
		Military Science	1931-1934	

RECORDS TRANSMITTAL AND RECEIPT (CONTINUATION)		AGENCY Internal Auditor 72-12	DATE 5-17-72
BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	RETENTION PERIOD
URC ONLY	AGENCY		
<del>66057c</del>	4	(Continued) Notices to Buildings and Grounds re Employees Learning 1932-1934 Payroll-Distributions and Recap., Local & State-Monthly 1944 Power House, Dormitory, & Infirmary 1935-1939 Printing and Binding 1929-1934 Purchasing 1929-1934 President Spencer's Auth. for unallocated S & W 9-5-31 to 11-4-32 Receipts 1931-1937	Archival
<del>66057d</del>	5	Report-State Treasurer to State Auditor 4-15-32 to 8-31-35 Rockefeller Foundation School of Nursing 1930-1937 Oceanographic Laboratories Oct. 1931-Mar. 1934 Rockefeller Fund General 5-9-32 to 3-31-35 Nurses 1931-1939 Service Record Changes 1936-1939 Social Science Bldg. 1938-1940 Stores 1929-1938 Student Accounts 1940-1942 Summer Quarter 1931-1935, 1944 Surety Bonds 1931-1936 Telephone & Telegraph 1929-1936 Transportation--Travel Expense 1929-1935 Typewriters 1932-1937 Tuition--Remission to Staff 1946 Wind Tunnel Construction 1936-1937	