

**OHLONE COMMUNITY COLLEGE DISTRICT**

**MEMORANDUM**

To: Board of Trustees  
From: Douglas Treadway  
Date: January 11, 2006  
Subject: Authorization for Destruction of Class 3-Disposable Records

The attached list of documents is considered to contain Class 3-Disposable Records. These records have been retained for the legal period of time as per Sections 59023 through 59025 of Title 5, of the California Code of Regulations.

There is no further need to retain these records for use in the District. Staff Requests authorization to destroy these records.

**RECOMMENDATION:**

The President/Superintendent recommends that the Board of Trustees authorize the destruction of the attached list of Class 3-Disposable Records.

Attachment: District Records scheduled for Destruction

**Ohlone Community College District Records Retention Files  
With Destruction Dates  
Through December 31, 2005**

GRM/Simmba Item Code	Department Name	Container Type	ref1	ref10
00464316	Bookstore	BOX	00-01	1999 daily Sales Report
00464313	Bookstore	BOX	00-02	1998 BB Info & Daily Sales
00464322	Bookstore	BOX	0007	2000 - 01 Old Employee Applications
00464328	Bookstore	BOX	0008	2000 - 01 Credit Card Drafts
00404689	Campus Police	BOX	0009	4-96 Thru 7-98 1.Citation Tallies 2.Daily Activity Reports 3.Daily Phone Logs 4. Daily Raido Logs 5. Vehicle Inspection List (Tracker # 50) 6. Vehicle Inspection Check List (Suzuki #69) 7. Citation (BI
00464320	Bookstore	BOX	0009	2000 -1 Purchase Orders
00464315	Bookstore	BOX	0011	2000-01 Purchase Orders
00059806	Bookstore	BOX	0028	Daily Cash Register Receipts May 18, 1999 thru June 30, 1999
00059810	Bookstore	BOX	0029	Daily Cash Register Receipts July 1, 1999 thru August 31, 1999
00059809	Bookstore	BOX	0030	Daily Cash Register Receipts September 1, 1999 thru October 31, 1999
00059804	Bookstore	BOX	0031	Accounting Reports For The Period: July 1, 1998 - September 30, 1999
00059811	Bookstore	BOX	0032	Accounting Reports For Period October 1, 1998 thru December 31, 1998
00059808	Bookstore	BOX	0033	Accounting Reports For Period January 1, 1999 thru March 31, 1999
00059853	Bookstore	BOX	0034	Accounting Reports For The Period May 1, 1999 thru June 30, 1999
00030009	Bookstore	BOX	0060	Box #14 FY98/99 Daily Cash Register Rec. 7/98 - 8/98
00644384	Purchasing	BOX	00644384	BOX 1 1999-2000 PURCHASE REQUISITIONS.99-2000 BUDGET MATTERS/PROBLEMS
00029973	Bookstore	BOX	0067	Box #15 FY98/99 Daily Cash Receipts 9/98 - 10/98
00029981	Bookstore	BOX	0070	Box #16 FY96/97 Paid Invoices for Vendors A-L 7/1/96 - 6/30/97
00794986	Disabled Students	BOX	00794986	DSPTS & VETERANS FILES (fiscal year) 96 - 2000
00795002	College Relations	BOX	00795002	PRESS RELEASE L - Z (fiscal year) 1998-2001 BN#2
00970150	FINANCIAL SERVICE	BOX	00970150	1997 - 1998 STUDENT APPLICATION FEES CREDIT CARD REFUND FEDERAL CASH TRANSACTION 1999 - CASH RECEIPTS
00970152	FINANCIAL SERVICE	BOX	00970152	1996 - 1997 96 - 97 CASH TRANSFERS, DEPOSIT TRANSACTIONS CASH RECEIPTS
00970155	FINANCIAL SERVICE	BOX	00970155	97 - 98 QUARTERLY REPORTS
00970174	BUSINESS SERVICE	BOX	00970174	2000 - 2001 ASOC (99 - 00) 8/99 - 9/99 ASOC TRANSFERS 07/2000 - 12/2000 ASOC DEPOSIT 07/2000 - 12/2000ASOC ACCOUNTS PAYABLE 07/2000 - 12/2000
00970175	BUSINESS SERVICE	BOX	00970175	1998 - 1999 CASH RECEIPTS CREDIT CARDS

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00970182	FINANCIAL SVC	BOX	0097018 2	1996 - 1997 - 1998 ACCOUNTS PAYABLE STUDENT REFUNDS
00970193	FINANCIAL SVC	BOX	0097019 3	1996 - 1997 REVOLVING FUNDS
00030109	Business Services	BOX	0297	Financial Aid Office box #5 of 6, 1994-95 Academic Year (Pham, Ph. -Tho)
00030111	Business Services	BOX	0299	Financial Aid Office box 36OF6, 1994-95 Academic Year (Ti - Z) & 1991/92 (A-Dav)
00030112	Business Services	BOX	0300	Campus Police Services box #6 Adm. Review logs 12/8/95 - 3/11/98
00030115	Business Services	BOX	0303	Financial Aid Office box #4 of 6
00030123	Business Services	BOX	0311	Financial Aid Office box #2 of 6 1994-95 Academic Year (De - J)
00030125	Business Services	BOX	0313	Financial Aid Office box #3 of 6 1994-95 Academic Year (K-Mt)
00030127	Business Services	BOX	0315	Financial Aid Office box #1 of 6 1994-95 Academic Year ( A - Dd)
00031331	President's Office	BOX	0505	Astra Print Out 89
00031338	President's Office	BOX	0512	Astra 1989
00031344	Business Services	BOX	0518	93 - 94 1 of 5 Student Financial Aid Files A - D
00031346	Business Services	BOX	0520	93 - 94 3 of 5 Student Financial Aid Files L - N
00031350	Business Services	BOX	0523	93 - 94 4 of 5 Student Financial Aid Files U - So
00031354	Business Services	BOX	0528	93 - 94 5 of 5 Student Financial Aid Files Sp - Z
00031355	President's Office	BOX	0529	95 - 96 Board of trustees Agendas, Budget Presentations to the Board 93, 94, 95 & 96, Travel Reimbursements 96 -97
00031358	Business Services	BOX	0532	93 - 94 2 of 5 Student Financial Aid Files E - K
00016730	Bookstore	BOX	0535	1998 Beg of Jan 98 Only, Credit Card slips & Statement
00016731	Bookstore	BOX	0537	Bookstore AP, IJ, AR, JEs, GL & Month End Reports for Period 1/97 - 6/97
00016735	Business Services	BOX	0539	FY 96/97 ASOC, A/P 7/1/96 - 4/4/97
00016736	Business Services	BOX	0540	FY 96/97 ASOC, A/P 5/97 - 6/97
00016739	Bookstore	BOX	0541	FY 97/98 Daily Cash Register Receipts 12/97 - 1/98
00016738	Bookstore	BOX	0542	FY 97/98 Daily Cash Register Receipts 2/98 - 3/98
00016740	Bookstore	BOX	0545	Bookstore AP, IJ, AR, JEs, GL & Month End Reports for the Period 7/96 - 12/96
00016747	Business Services	BOX	0550	11 & 12/96 Telephone Registration Envelopes
00016727	Business Services	BOX	0551	1/97 Telephone Registration Envelopes, Spring 97 Cash Transaction Documents
00016782	Business Services	BOX	0555	Fall 96 Telephone Registration Envelopes
00016783	Bookstore	BOX	0556	Bookstore FY96/97 Credit Card Slips & Statement 8/1/98 - 8/27/98
00016827	Business Services	BOX	0557	96 - 97 A/P #5 H - I Vendor Payments
00016826	Business Services	BOX	0558	96 - 97 A/P #8 N - O Vendor Payments
00016771	Bookstore	BOX	0560	Bookstore 2 - 7/98 only Credit Card Slips & Statement
00016772	Business Services	BOX	0561	96 - 97 A/P #13 ASOC and Benefits
00016768	Business Services	BOX	0563	96 - 97 A/P #7 M Vendor Payments
00016769	Business Services	BOX	0564	96 - 97 A/P #2 B Vendor Payments

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00016770	Business Services	BOX	0565	96 - 97 A/P #1 A Vendor Payments
00016775	Business Services	BOX	0566	96 - 97 A/P #9 P Vendor Payments
00016777	Business Services	BOX	0567	96 - 97 A/P #12 Corporate Express & Student Refunds
00016776	Business Services	BOX	0568	96 - 97 A/P #4 E - G Vendor Payments
00016779	Business Services	BOX	0570	96 - 97 A/P #3 C - D Vendor Payments
00016780	Business Services	BOX	0571	96 - 97 A/P #6 J - L Vendor Payments
00016781	Business Services	BOX	0572	96 - 97 A/P #11 T - Z Vendor Payments
00016707	President's Office	BOX	0573	73 - 74 Old Adm. & Cert. Applications W. J. Collins
00016708	President's Office	BOX	0574	74 - 75 S. E. Epler General Files Go - Y
00016706	President's Office	BOX	0575	1980 W. J. Collins (no other markings)
00016705	President's Office	BOX	0576	Public Information (no date)
00016721	President's Office	BOX	0577	72 - 73 W. J. Collins (no other markings)
00016724	President's Office	BOX	0578	1980 HEW, HUD, NDEA, OEO, Student Financial Aid "Place with Presidents Office Files"
00016720	President's Office	BOX	0579	72 - 73 (no other markings, but same kind of box as other W. J. Collins General Files)
00016723	President's Office	BOX	0580	74 -75 S. E. Epler General Files Cal. - F
00016719	President's Office	BOX	0581	72 -73 A - E W. J. Collins
00016722	President's Office	BOX	0582	74 -75 S. E. Epler General Files A - Ba
00016717	President's Office	BOX	0583	73 -74 Evaluation File, Administrators & Certificated
00016718	President's Office	BOX	0584	69 - 70 -71 General Files
00016715	President's Office	BOX	0585	69 - 70 -71 W. J. Collins
00016716	President's Office	BOX	0586	74 -75 S.E. Epler General Files Bd. Of Trustees - CCC
00016711	President's Office	BOX	0587	73 -74 General Files W. J. Collins
00016710	President's Office	BOX	0588	73 -74 (no other markings, ID plate missing, same box type as of the general files of that period)
00016709	President's Office	BOX	0589	73 -74 Evaluation File Certificated O - Z W. J. Collins
00016712	President's Office	BOX	0590	69-70-71 D - L W. J. Collins
00016714	President's Office	BOX	0592	1980 Real Estate Education and Research, VEA, PREP, HEFA, HEGIS "Place with Presidents Office Files"
00016698	President's Office	BOX	0598	Astra 1987
00016847	President's Office	BOX	0625	74/75 (No other markings, tag missing)
00016838	President's Office	BOX	0626	71/72 Dr Epler
00016837	President's Office	BOX	0627	70/71 General Files, President's Office
00016839	President's Office	BOX	0628	68/69 General Files, President's Office
00016840	President's Office	BOX	0629	71/72 General Files, XXI - XVII
00016842	President's Office	BOX	0630	68/69 General Files, President's Office
00016843	President's Office	BOX	0632	68/69/70 (Tag faded, not readable)
00016846	President's Office	BOX	0633	70/71 General Files, President's Office G-Si
00016845	President's Office	BOX	0634	71/72 (no other markings, tag missing)
00016844	President's Office	BOX	0635	69/70 Legislation files, President's Office
00016828	President's Office	BOX	0636	72/73 Dr. S.E. Epler, Vocational Ed to YMCA
00016829	President's Office	BOX	0637	71/72 General Files X-XI-C-3
00016835	President's Office	BOX	0638	70/71 General Files, President's Office Sp-Z, Forum for the Future
00016831	President's Office	BOX	0639	70/71 General Files, President's Office C-F
00016830	President's Office	BOX	0644	72-73 Ohlone College memorandum
00016850	Bookstore	BOX	0664	6/98 Daily Cash Register Receipts

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00016865	Bookstore	BOX	0672	FY97/98 Daily Cash Register Receipts 4 & 5/98 (Box #10)
00016815	President's Office	BOX	0686	1986 (or 87) thru 1991 Interpreting Services/Payroll Information and Scheduling Info.
00016875	President's Office	BOX	0695	Employee Files Bldg. 26 (no dates)
00016879	President's Office	BOX	0704	Old Kellogg Grant Files (Calif. Statewide Nursing)
00030166	President's Office	BOX	0709	Fine & Performing Arts Mgr., Inactive Instructor Files, Gen. Files - Fremont Cultural Art Cntr Drawings (no dates)
00030165	President's Office	BOX	0712	1987-91 VATEA Files
00030150	President's Office	BOX	0714	1991 - 96 VATEA Files & INF
00030170	President's Office	BOX	0734	Block Grant-City of Fremont 81, 5 Year Plans 75/80, 89/94 & 90/95, Master Plan 79/82, Architechural Disputes 78,79,83,85 &86, Construction Act Documents "Permanent Retention"
00030223	President's Office	BOX	0749	ASTRA Printout (no dates)
00030222	Bookstore	BOX	0750	1989/90 Paid Invoices A-M, Check Copies, Bank Statements, Cancelled Checks
00031235	President's Office	BOX	0774	71 - 86 Five & Ten year Plans PPP & PPG "Permanent"
00031236	President's Office	BOX	0775	Claims and Law Suits, Candidates Statements, State Compensation Insurance Fund, Student Insurance "Permanent"
00031261	President's Office	BOX	0778	82/83 - 85/86 Budgets and Audits, Insurance Policy Expired to 83, Blue Cross & LifeGuard "Permanent"
00030216	President's Office	BOX	0799	1984 Catalog UPI
00031322	President's Office	BOX	0806	1988 Class Public Information Archives
00031320	President's Office	BOX	0810	Public Information 1970s Old Class Schedules
00031280	Bookstore	BOX	0812	FY 90/91 June Daily Sales Reports, P/F, A/R, Rec. Tags Bank Statements, Cancelled Checks
00030195	Bookstore	BOX	0849	BS3: 85-88 Past Employee Files "Permanent"
00030196	Bookstore	BOX	0850	#3: 4/97-5/97 Daily Cash Register Receipts
00030198	Bookstore	BOX	0851	#6: 9/97 Daily Cash Register Receipts
00030200	Bookstore	BOX	0852	#2: 2/97 - 3/97 Daily Cash Register Receipts
00030201	Bookstore	BOX	0853	#7: 10/97 -11/97 Daily Cash Register Receipts
00030203	Bookstore	BOX	0854	#5: 7/97 - 8/97 Daily Cash Register Receipts
00030208	Bookstore	BOX	0860	#4: 6/97 Daily Cash Register Receipts
00016889	President's Office	BOX	0871	83 -85 NO POLTRS
00016883	Business Services	BOX	0886	5/95 -6/95 Registration Envelopes
00016908	Bookstore	BOX	0887	A/P Ledgers (no dates)
00030189	Bookstore	BOX	0890	7/94 - 6/95 Bookstore
00016903	Bookstore	BOX	0896	FY 94/95 Jul -Dec A/P, A/R, IJ & G/L
00016906	Bookstore	BOX	0900	FY 94/95 Jan - Jun A/P, A/R, IJ, & G/L
00017062	Bookstore	BOX	0939	Box# 202 1996-97 Ohlone College Bookstore Purchase Orders for Text Books From 1-96/12-97 Bookstore
00017058	Bookstore	BOX	0941	Box# 201 1996-97 Purchase Orders for Text Dating from 1-96/12/97 Bookstore
00072393	Bookstore	BOX	0943	Box# 22 1997-98 Paid Invoices for Vendors M thru Z for the Period July 1,1997 thru June 30,1998

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GRM/Simmba Item Code	Department Name	Container Type	ref1	ref10
00030253	Business Services	BOX	0945	Box# 5 1996-97 Miscellaneous Purchase Files, Contracts, Memo's Ect
00030251	College Relations	BOX	0946	Box# 2 (F-O) 1997-98 College Relations Completed Job
00030249	Business Services	BOX	0947	Box# 1 1998-99 Purchase Orders Files F thru Z
00030240	Business Services	BOX	0949	Box# 3 1998 Purchase Regns. For Stores and Corporate Express
00016793	Business Services	BOX	0950	96 Spring Tele Reg Envelopes
00030242	College Relations	BOX	0950	Box# 3 (P-SW) 1997-98 Completed Job
00030246	Business Services	BOX	0953	Box# 4 1997 Closed Purchase Regns. Corprate Express and Stores
00030261	College Relations	BOX	0956	Box# 4 S(z)-Z 1997-98 Completed Job
00030263	Bookstore	BOX	0960	Box# 23 1997-98 Paid Invoices for Vendor A thru N for the Period July 1, 1997 thru June 30, 1998
00017061	College Relations	BOX	0968	Box# 1 (A-F) 1997-98 Completed Job
00030241		BOX	0969	1996-97 Purchase Orders
00017063	Business Services	BOX	0970	Box# 2 1998-99 Purchase Orders Files A thru E
00072392	Bookstore	BOX	0971	Box# 206 1998 daily Sales Reports form August to December of 1998
00030243	Bookstore	BOX	0972	Box# 205 1998 Daily Sales Reports from the Bookstore Dating from January to June 1998
00017057	Bookstore	BOX	0973	Box# 204 1996 Employee Records Bookstore
00030274	Bookstore	BOX	0974	Box# 27 1997-98 Accounting Reports for 5/98-6/98 A/P,IJ,AR,OE,JES & Month End Reports/New Accounting System Reports for 4/98-6/98/Bank Statements 01/98-03/98,&04/98-06/98
00030276	Bookstore	BOX	0975	Box# 24 1998-99 Daily Cash Register Receipts April 1, 1999-May 17, 1999
00030278	Bookstore	BOX	0976	Box# 25 1997-98 Accounting Reports for 07/97-11/97 AP,IJ,OE,JE's Month End Reports Bank Statements 07/97-09/97
00030280	Business Services Accounting	BOX	0977	Box# 1 of 6 1995-96 A-DA, F.A. Student Files
00030273	Bookstore	BOX	0979	Box# 21 1998-99 Daily Cash Register Receipts February 19, 1999
00030271	Business Services Accounting	BOX	0981	Box# 4 of 6 1995-96 (M-N) F.A. Student Files
00030277	Bookstore	BOX	0982	Box# 203 1996-97 Purchase Orders for Supplies and General Books from January 1996 to December 1997
00030279	Bookstore	BOX	0983	Box# 207 1997 Daily Sales - Reports of Bookstore
00030265	Matriculation	BOX	0986	1983-95 Matriculation Items
00030254	Business Services Accounting	BOX	0987	Box# 5 of 6 1995-96 (O-S) F.A. Student Files
00030256	Interpreting Services	BOX	0988	1995-97 Payroll Reports, Interpreter Files, Student Evaluation, Interpreter Schedules
00030264	Bookstore	BOX	0989	Box# 26 1997-98 Account Reports for the Period 12/97 thru 4/98 LAP,AR, Je's, 6L & Month End Reports (Bank Statements 10/97 thru 12/97)

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GRM/Simmba Item Code	Department Name	Container Type	ref1	ref10
00030262	Bookstore	BOX	0990	Box# 18 1998-99 Daily Cash Registrar Receipts November 1998 thru December 11, 1998
00030260	Business Services Accounting	BOX	0991	Box# 2 of 6 1995-96 (Db-Hol)
00030258	Business Services Accounting	BOX	0992	Box# 6 of 6 1995-96 (S-Z) F.A. Student Files
00030268	Bookstore	BOX	0994	Box# 19 1998-99 Daily Cash Registrar Receipts December 12,1998 thru January 23,1999
00030272	Business Services Accounting	BOX	0996	Box# 3 of 6 1995-96 (Hom-L) F.A. Student Files
00030267	Bookstore	BOX	0997	Box# 20 1998-99 Daily Cash Register Receipts January 26,1999 thru February 18,1999
00554536	Fine & Performing Arts	BOX	1	1996/ 1997 & 1998 Employee Records / Old Files
00554549	College Relations	BOX	1	2000-01 Onlone College Catalog Qty 48
00554551	College Relations	BOX	1	1996-1997 Purchase Orders, Regs. Stores Orders (1996-1997), Budget Book (1996-1997), Budget Book (98-99) Purchase (Bodes Of 2) Prurchase Orders (1998-99)
00854413	Financial Aid	BOX	1	1998 - 1999
00554530	Financial Aid	BOX	1-7	1997-98 Financial Aid Folders Student Files A - CO
00464325	Campus Police	BOX	10	1.Monthly / Yearly Stats For 1998 2. Daily Shift Logs Watches 1,2&3 From Jan - June 1999 3. Daily Activity Reports 4. Vehicle Inspection, Check lists for Suzuki #69 & Tracker #50 5. Daily Phone & Raid
00450006	Business	BOX	1003	1998 - 1999 Financial Aid Cancel Checks
00450008	Business	BOX	1006	1998 - 1999 Financial Bank Recon
00448163	Accounting	BOX	1046	2/4/98 - 6/30/99 Cash Receipts Books #2155 - 24334
00448166	Accounting General	BOX	1049	1997 - 1998 & 1998 - 1999 Ledger Back Up
00448167	Accounting General	BOX	1050	1998 - 1999 Ledger Cash Receipts # 22502 - #22741
00450045	Accounting General	BOX	1052	1998 - 1999 Ledger Cash Receipts Books #21684 - #22178
00450046	Accounting General	BOX	1053	1998 - 1999 Ledger Cash Receipts # 22179 - #22501
00450050	Accounting General	BOX	1057	1998 - 1999 Ledger Cash Transfers
00450055	Financial Aid	BOX	1062	Box 5 of 5 1996 - 1997 Student Files V - Z
00450058	Financial Aid	BOX	1065	Box 2 of 5 1996 -1997 Student Files E - Nguyen, Tai
00448178	Accounting General	BOX	1089	6/27/96 - 2/4/98 Cash Receipt Books 48 - 70 #17501 - 21550
00450081	Financial Aid	BOX	1097	Box 3 of 5 1996 -1997 Student Files Nguyen, Thad - R
00450084	Financial Aid	BOX	1098	1996 - 1997 Student Files A to D
00448172	Bookstore	BOX	1101	Box # 37 1999 - 2000 Daily Cash Receipts Feb 1, 2000 - Feb. 29 2000
00448174	Financial Aid	BOX	1102	1996 - 1997 Student Files S - T
00448171	Bookstore	BOX	1103	1999 - 2000 Daily Cash Receipts Jan 1, 2000 - Jan 31, 2000

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GRM/Simmba Item Code	Department Name	Container Type	ref1	ref10
00448173	Bookstore	BOX	1104	1999 - 2000 Daily Cash Register Receipts Nov 1, 1999 - Dec 1, 1999
00479258	Presidents Office	BOX	1990-1991	Minutes For Board Meetings
00938147	FPA	BOX	1A	CLASSIFICATION OF RECORDS 1 FISCAL YEAR OF CONTENTS (1996-97) 1998, 1999 DESCRIPTION OF CONTENTS FACULTY WORK LOADS
00554541	Fine & Performing Arts	BOX	2	1996 / 1997 & 1998 Employee Records / Old Files
00554583	College Relations	BOX	2	1998-2000 College Relations Graphic Artworks 1998 - 2000 Files "B-F"
00854411	Financial Aid	BOX	2	1998 - 1999
01015809	Purchasing	BOX	2	purchase order vendor A-Z for fiscal year 2000-2001 destroyed 2004
00554529	Financial Aid	BOX	2-7	1997-98 Financial Aid Folders Student Files CO - HA
00554542	Fine & Performing Arts	BOX	3	1996 / 1997 & 1998 Employee Records / Old Files
00554543	College Relations	BOX	3	1998-2000 College Rotations Graphic Artwork 1998-2000 Files F - M
00854414	Financial Aid	BOX	3	1998 - 1999
00554516	Financial Aid	BOX	3-7	1997-1998 Financial Aid Folders Student Files H - LE
00464324	Bookstore	BOX	38	March 1, 2000 thru April 30, 2000
00564064	Bookstore	BOX	39	1998-1999 Paid Invoices For Vendors "A" Thru "I" For The Period Jul 7, 1998 Thru June 30, 1999
00554568	College Relations	BOX	4	1998 & 2000 College Relations Graphic Artwork 1998 - 2000 Files "N-R"
00854410	Financial Aid	BOX	4	1998 - 1999
00554531	Financial Aid	BOX	4-7	1997-98 Financial Aid Folders Student Files LE - NG
00564053	Bookstore	BOX	40	1998-1999 Paid Invoices For Vendors "J" Thru "O" For The Period July 1, 1998 Thru June 30, 1999
00564075	Bookstore	BOX	42	1999-2000 Accounting Month End Computer Reports April 2000 Thru June 2000
00564080	Bookstore	BOX	43	1999-2000 Accounting Month End Computer Reports March 2000 Thru January 2001
00564081	Bookstore	BOX	44	1999-2000 Accounting Month End Computer Reports October 1999 Thru December 1999
00564069	Bookstore	BOX	45	1999-2000 Accounting Month End Computer Reports 7/99 Thru 9/99
00564050	Bookstore	BOX	46	1999-2000 Account Reports For The Period July 1999 Thru December 1999 (Daily Sales, Accounts Receivable, Journal Entries & Bank Accounts Recon.)
00564076	Bookstore	BOX	47	1999-2000 Accounting Reports January 2000 Thru June 2000 (Daily Sales, Accounts Receivable, Journal Entries & Bank Accounts Recon.)
00564070	Bookstore	BOX	48	1999-2000 Paid Invoices Vendors "P" Thru "Z" July 1, 1999 Thru June 3, 1999

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GRM/Simmba Item Code	Department Name	Container Type	ref1	ref10
00554584	College Relations	BOX	5	1998 - 2000 College Relations Graphic Artwork 1998 - 2000 Files "S-W"
00854417	Financial Aid	BOX	5	1998 - 1999
00554527	Financial Aid	BOX	5-7	1997-98 Financial Aid Folders Student Files NG - P
00564057	Bookstore	BOX	50	1999-2000 Paid Invoices For Vendors "A" Thru "H" For The Period July 1,1999 Thru June 30,2000
00938144	Bookstore	BOX	51	FISCAL YEAR OF CONTENTS ACCOUNTING MONTH END COMPUTER REPORTS FOR THE PERIOD 7 - 2000 THRU 9 - 2000
510252387	College Relations	BOX	510252387	# 5 Computer Manual/Software
510252395	College Relations	BOX	510252395	# 14 Books
510252396	College Relations	BOX	510252396	#3 Prease realice
510252399	College Relations	BOX	510252399	Online in the news 80/94
510252413	College Relations	BOX	510252413	#4 Videos 80-94
00938143	Bookstore	BOX	52	FISCAL YEAR OF CONTENTS (1996 - 97) 2000 - 2001 DESCRIPTION OF CONTENTS ACCOUNTING MONTH END COMPUTER REPORTS FOR THE PERIOD 10 - 2000 THRU 12 - 2000
00938136	Bookstore	BOX	53	FISCAL YEAR OF CONTENTS (1996 - 1997) DESCRIPTION OF CONTENTS ACCOUNTING MONTH END COMPUTER REPORTS FOR THE PERIOD 1 - 2001 THRU MARCH 2001
00938138	Bookstore	BOX	54	FISCAL YEAR OF CONTENTS (1996 - 97) 2000 - 2001 DESCRIPTION OF CONTENTS ACCOUNTING MONTH END COMPUTER REPORTS FOR THE PERIOD 4 - 2001 THRU 6- 2001
00938133	Bookstore	BOX	55	FISCAL YEAR OF CONTENTS (1996-1997) 2000-2001 DESCRIPTION OF CONTENTS ACCOUNTING REPORTS FOR THE PERIOD 7- 2000 THRU 12-2000 DAILY SALES REPORTS ACCOUNTS RECEIVABLE JOURNAL ENTRIES AND BANK ACCOUNT REC
00938140	Bookstore	BOX	56	FISCAL YEAR OF CONTENTS (1996 - 97) 2000 2001 DESCRIPTION OF CONTENTS ACCOUNTING REPORTS FOR THE PERIOD 1 - 2001 THRU 6 - 2001 (DAILY SALES REPORTS ACCOUNTS RECEIVABLE JOURNAL ENTRIES AND BANK RECON)
00854405	Financial Aid	BOX	6	1998 - 1999
00554535	Financial Aid	BOX	6-7	1997-98 Financial Aid Folders Student Files Q - SP
00854407	OHLONE COLLEGE BOOKSTORE	BOX	7	1998 - 1999
00554534	Financial Aid	BOX	7-7	1997-98 Financial Aid Folders Student Files ST - Z
00854409	Financial Aid	BOX	8	1998 - 1999

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GRM/Simmba Item Code	Department Name	Container Type	ref1	ref10
00854402	OHLONE COLLEGE BOOKSTORE	BOX	DS-100	1998 - 1999
00854412	OHLONE COLLEGE BOOKSTORE	BOX	DS101	1998 - 1999
00854403	OHLONE COLLEGE BOOKSTORE	BOX	DS102	1998 - 1999
00854406	OHLONE COLLEGE BOOKSTORE	BOX	DS103	1998 - 1999
00854415	OHLONE COLLEGE BOOKSTORE	BOX	DS104	1998 - 1999
00854404	Financial Aid	BOX	DS105	1998 - 1999
00854408	OHLONE COLLEGE BOOKSTORE	BOX	DS106	1998 - 1999
00854416	OHLONE COLLEGE BOOKSTORE	BOX	DS107	1998 - 1999
00554578	Radio Operations	BOX	KOHL193	KOHL Program & Operating Logs
00554573	Radio Operations	BOX	KOHL194	KOHL Program & Operating Logs
00554577	Radio Operations	BOX	KOHL195	KOHL Program & Operating Logs
00554579	Radio Operations	BOX	KOHL196	KOHL Program & Operating Logs
00554572	Radio Operations	BOX	KOHL293	KOHL Program & Operating Logs
00554571	Radio Operations	BOX	KOHL294	KOHL Program & Operating Logs
00554550	Radio Operations	BOX	KOHL295	KOHL Program & Operating Logs
00554537	Radio Operations	BOX	KOHL296	KOHL Program & Operating Logs
00554564	Radio Operations	BOX	KOHL393	KOHL Program & Operating Logs
00554545	Radio Operations	BOX	KOHL394	KOHL Program & Operating Logs
00554539	Radio Operations	BOX	KOHL395	KOHL Program & Operating Logs
00554547	Radio Operations	BOX	KOHL396	KOHL Program & Operating Logs
00794992	College Relations	BOX	press-releases	
00464314	Bookstore	BOX	00-03	1997 Purchase Orders
00464318	Bookstore	BOX	00-04	1997 BB
00464319	Bookstore	BOX	00-05	1991-1994 Employee Applications
00464321	Bookstore	BOX	00-05	1991 - 1994 Employee Applications