

TO: Lewis Cummings
FROM: Virginia Murphy *jm*
SUBJECT: Records Management

DATE: June 1, 1993

As a result of research and analysis conducted by the PM USA Legal and Records Management Departments, and in order to achieve company-wide consistency within record categories, the following record categories must be revised.

- "Calendars/Daytimers/Diaries" will have a total retention of C+1. This record category should appear on all retention schedules.

If the following record categories currently appear on retention schedules, they should be revised as follows:

- "Contracts & Agreements - Official Copies" will have a total retention period of ACT+6. If the contracts and agreements are labor, insurance or benefits contracts, etc., they will have a retention period specific to the type of contract and should be labelled as such.
- "Contracts & Agreements - Unofficial Copies" will have a retention period of ACT.
- "Job Safety Procedures" will have a total retention of SUP+5.
- "Safety Issues" will have a total retention of C+5. Existing safety categories should be deleted and combined into a single category. These changes do not apply to the Environmental Health and Safety retention schedule.
- "Safety Procedures Manual" (PM USA) will have a total retention of SUP and the office of record will be ER/EHS with a total retention of P.
- "First Aid Team Records" will have a retention period of Act and the office of record will be Medical with total retention of P.
- "Government Agencies, Laws and Regulations" will have a total retention of SUP.
- "Workers Compensation Claims" should be deleted from the Environmental Health and Safety retention schedule and placed on the Medical Retention Schedule. All records will be relocated pursuant to this change.

Appropriate maintenance forms should be prepared to reflect these changes.

Thank you for your anticipated assistance, Lewis.

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