

February 18, 1992

To: W. E. Michael
Oak Creek, Wisconsin

Subject: Record Retention

The Records Management Committee did not meet in December, but your issue related to the retention of formulas was addressed at our January meeting. Because of the many issues relating to R & D (including Technical), the Glass Group has recommended that a Quality Action Team (QAT) be organized to address this function. The team has now been formed and will have its initial meeting in the near future.

You may use this memo as authorization to retain your formulas for ten years until the QAT revises the existing R & D function. This memo will be superseded at such time.


J. E. Kuzemchak

cc: D. B. Church
G. M. Miller
J. D. Luffe
G. C. Stoevers
J. N. Strong

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