

March 23, 1990

RECORDS MANAGEMENT PERSONNEL

Attached is your copy of the revised "DPMC Records Moratorium Guidelines".

Please attach J. A. Evans memo, dated 7/18/89 to the Guidelines. The reference numbers direct you to the paragraphs in Mr. Evans memo which will describe what type documents are needed and for what case(s).

If you have any questions about the guidelines, or if you have any suggested changes, please direct them to Vi Cooper.

CC: Shirley Adcock
Vi Cooper

Maurine

MAURINE BISHOP

PLAINTIFF'S EXHIBIT

SH-1820

34-0000867

LAM 026142

ADMINISTRATIVE

905	Progress/Activity Reports	45
	NOTE: For "Weekly Activity Reports" on competitive marketing conditions for refined products only (905)	
906.1	Policy & Procedure Complex Order EC-2, S-125	58-61
907	Meetings	58-61
	NOTE: For asbestos only	
910	Associations	110
	NOTE: For the following associations only: American Petroleum Institute, National Petroleum Council, Independent Petroleum Association of America, Western Oil and Gas Association, National Oil Jobbers Council, National Petroleum Refiners Association and Society of Independent Gasoline Marketers of America (910)	

ENGINEERING, MAINTENANCE AND INSPECTION

1021	Project Engineering Projects	11,56
1031	Plant Engineering Projects	11,56
	NOTE: For Refinery expansion, debottlenecking & benzene control projects only (1021, 1031)	

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GOVERNMENT AND LEGAL (Continued)

811	Federal	121,109
811.1	Inspections	121,109
811.2	Permits/Licenses	121,109,122
811.3	Registrations	121,109,122
811.4	Reports	121,109,121,122
811.5	Guidelines	121,109,58-61
811.6	Control Plans	121,109,56
811.7	Violations	121,109
811.8	Fees	121,122
812	State	121,109
812.1	Inspections	121,109
812.2	Permits/Licenses	121,109,122
812.3	Registrations	121,109,122,123
812.4	Reports	121,109,111,122,58-61
812.5	Guidelines	121,109
812.6	Control Plans	121,109,56
812.7	Violations	121,109
812.8	Fees	121,122
813	Other	121,109
813.1	Inspections	121,109
813.2	Permits/Licenses	121,109
813.3	Registrations	121,109
813.4	Reports	121,109
813.5	Guidelines	121,109
813.6	Control Plans	121,109
813.7	Violations	121,109

NOTE: For environmental, crude oil, petroleum products & benzene only (810 - 813.7)

850	Claims (Leona Schmidt)	21
860	Litigations	121
890	*Contracts/Agreements	6,24,120,121,122

NOTE: For crude oil exchange or processing; gasoline, distillates or residuals exchange agreements.

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TRANSPORTATION (Continued)

634	Operations - Marine Docks	56,120,121
634.1	Checklists	56,120,121
634.2	Procedures	56,120,121
634.3	Operating Orders	56,120,121
634.4	Operating Summaries	56,120,121
634.5	Log Sheets	56,120,121

NOTE: For benzene & toxic waste only
(634 - 634.5)

HEALTH, SAFETY AND ENVIRONMENTAL

711	Pollution Incidents	56
714	Environmental Inspections/Audits	56
716	Environmental Reports (by department)	56
720	Industrial Hygiene General	58-61
721	Industrial Hygiene Programs	56,58-61
723	Safety/Toxicity Data	56
724.3	Monitoring Results Contractors	56,58-61
724.3	Monitoring Results Shell Employees	56,58-61
725	Surveys/Monitoring Results - Asbestos	56,58-61
740	Safety - General	58-61
740.1	Safety Guidelines and Procedures	58-61
750	Medical	56,58-61

NOTE: For benzene and asbestos only (711 - 750)

GOVERNMENT AND LEGAL

801	Government Programs & Surveys - Federal	56,121
802	Government Programs & Surveys - State	56,121

NOTE: For benzene & toxic waste only
(801,802)

810	Government Regulations - Compliance	121,109,122
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TRANSPORTATION (Continued)

623.1	Loss/Gain Reports	5,26,56,120,121
623.2	Receipt Tickets	5,26,56,120,121
623.3	Scheduling	5,26,56,120,121
623.4	Shipment Reports	56,120,121

NOTE: For crude oil, petroleum products,
benzene & toxic waste only (623 -
623.4)

624	Shipping/Receiving - Pipeline	56,79
624.1	Loss/Gain Reports	56,79
624.2	Receipt Tickets	56,79
624.3	Scheduling	56,79
624.4	Shipment Reports	56,79
624.6	Meter Proving	56,79

NOTE: For benzene & Crude Oil only (624 - 624.4)

631	Operations - Storage	56,123
631.1	Checklists	56
631.2	Procedures	56
631.3	Operating Orders	56
631.4	Operating Summaries	56
631.5	Log Sheets	56,123

NOTE: For benzene only (631 - 631.5)

632	Operations - Blending	56,79,120,122
632.1	Checklists	56,79,120,122
632.2	Procedures	56,79,120,122
632.3	Operating Orders	56,79,120,122
632.4	Operating Summaries	56,79,120,122
632.5	Log Sheets	56,79,120,122

NOTE: For benzene and crude oil only (632 - 632.5)

633	Operations - Loading and Packaging	56,120,122
633.1	Checklists	56,120,122
633.2	Procedures	56,120,122
633.3	Operating Orders	56,120,122
633.4	Operating Summaries	56,120,122
633.5	Log Sheets	56,120,122

NOTE: For benzene & toxic waste only
(633 - 633.5)

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FILE CODE	RECORD TITLE	REFERENCE # (7/18/89 Memo-J.A.Evans)
<u>LABORATORY</u>		
420	Testing Results (General)	56
421	Testing Results Process Stream	56
422	Testing Results Material	56
423	Testing Results Product	56,120
	NOTE: For benzene only (420 - 423)	
424	Testing Results Environmental	56,121
	NOTE: For benzene & toxic waste only (424)	
<u>EMPLOYEE RELATIONS</u>		
551	Training & Development Programs	56,58-61
	NOTE: For benzene and asbestos only (551)	
<u>TRANSPORTATION</u>		
611.1	Completed Shipping Orders	56,120,121
	NOTE: For benzene only (611.1)	
621	Shipping/Receiving - Rail	56,120,121
621.1	Loss/Gain Reports	56,120,121
621.2	Receipt Tickets	56,120,121
621.3	Scheduling	56,120,121
621.4	Shipment Reports	56,120,121
	NOTE: For benzene & toxic waste only (621 - 621.4)	
622	Shipping/Receiving - Motor Vehicle	56,120,121
622.1	Loss/Gain Reports	56,120,121
622.2	Receipt Tickets	56,58-61,120,121
622.3	Scheduling	56,120,121
622.4	Shipment Reports	56,120,121
	NOTE: For benzene & toxic waste only (622 - 622.4)	
623	Shipping/Receiving - Marine	5,26,120,121
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<u>FILE CODE</u>	<u>RECORD TITLE</u>	<u>REFERENCE #</u> (7/18/89 Memo-J.A.Evans)
<u>PRODUCTION</u>		
200	Production (General)	3,10,16,120
201	Production Forecasts	3,10,16,18,120
202	Production Schedules	3,10,16,18,120
203	Production Summaries/Reports	3,10,17,29,19,120,122
NOTE: For Refinery only (200 - 203)		
221	Operations - Manufacturing & Power Generation	9,56
221.1	Checklists	9,56,121,122
221.2	Procedures	9,56,121,122
221.3	Operating Orders	9,56,121,122
221.4	Operating Summaries	9,56,121,122
221.5	Log Sheets	9,56,121,122,123
221.6	Shutdown Reports	9,56
221.7	Start-up Reports	9,56
222	Operations - Disposal & Treatment	56,121,122
222.1	Checklists	56,121,122
222.2	Procedures	56,121,122
222.3	Operating Orders	56,121,122
222.4	Operating Summaries	56,121,122
222.5	Log Sheets	56,121,122,123
222.6	Shutdown Reports	56,121,122
222.7	Start-up Reports	56,121,122
230	Products	25,56,120,121,122
232	Waste Products	120,121,122
<u>PROCESS/OPERATING/PRODUCT HISTORY & TECHNOLOGY</u>		
311	History - Manufacturing & Power Generation	10,11,56
NOTE: For Refinery, Olefins & Phenol-Acetone only (311)		
312	History - Disposal & Treatment	121
350	Production Planning	10,16,18

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DPMC RECORDS MORATORIUM GUIDELINES

<u>FILE CODE</u>	<u>RECORD TITLE</u>	<u>REFERENCE #</u> <u>(7/18/89 Memo-J.A.Evans)</u>
<u>SUPPORT SERVICES</u>		
082.2	Records Retention Schedules	114
<u>FINANCE</u>		
115	Auditing - Product Control	3,5,6,24
122	Manufacturing Expense Forecast (MEF/STOP)	16,18
154	Cost by Product	56
155	Cost of Production System (COPS)	3,25,56
161	Cash Audits	120,121,113
163	Purchase Orders	120,121
164	Vendor Payment History	120,121
180	Stock Accounting (General)	3,5,6
181	Stock Accounting Catalyst	9,120
182	Stock Accounting Custom Duty Drawback	3,5
183	Stock Accounting Fuel	3
184	Stock Accounting Inventories	3,5,24,25
185	Stock Accounting Loss and Gain	3,5,24,25
187	Stock Acctg. Product Exchanges & Purch.	3,5,6,24,25
188	Stock Accounting Control System (SACS)	3,25,56,79
192	Quarterly Reports Idle Facilities Report	10
193	Annual Reports Chemical Inventory Out of State Intakes/Outturns for Group Accounts LIFO Raw Material Base CPU Review LIFO Raw Material Data Product Inventory Property Tax Rendition Synthetic Organic Chemicals	56 3,9,10 3,5,6,25 3,5,6,25 25 11 56
194	Semi-annual Reports Refinery Supplemental Data - Fuel Consumption	3,9,10
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