

INTER-ORGANIZATION CORRESPONDENCE

UNITED STATES STEEL CORPORATION

TO Holders of Accounting Department
Standard Procedure Instructions

DATE August 3, 1959

FROM R. M. Braund, Vice President
Accounting

SUBJECT Standard Procedure Instructions -
Accounting Department - Office
Management Methods - Storage and
Destruction of Records, M-8

The attached complete revision of the subject procedure is issued to incorporate changes in transmittal of records to Annandale Archives under a normal records retirement program. It also includes data regarding local storage of records and destruction of records.

The instructions conform to Corporation policy with respect to these subjects and are approved for use in all Departments of Central Operations by the Records Retention Committee - Central Operations. Where reference is made in the instructions to the Committees' Departmental Representative, Accounting is represented by the Director, Procedure Division.

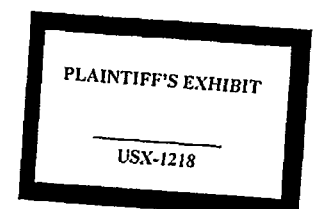
This revision cancels all previous instructions and procedure circulars filed under SPI M-8, which are to be removed from your manual and destroyed.

R. M. Braund

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Attachment



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SUBJECT: <u>OFFICE MANAGEMENT METHODS</u> STORAGE AND DESTRUCTION OF RECORDS		S.P.I. NO. M-8	PAGE
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Preface

1. These instructions are issued at the direction of the Records Retention Committee - Central Operations and are in accord with Corporation policy regarding storage and destruction of records. The procedure governing the use of the Corporation's record storage center at Annandale Archives for normal records retention purposes is included. It does not refer to the "Records Protection Program" which also involves Annandale Archives, but is a separate procedure described in Standard Procedure Instructions M-5.

Definitions

2. Certain of the terms used in these instructions are intended to have the following meanings:

- a. Retention Schedule - This term, wherever used in these procedure instructions, is considered to include either a published list or a file of documents showing retention periods for individual records and approved individually or collectively by the Records Retention Committee - Central Operations.
- b. Local Records Storage - Means the storage at any office, plant or other location of semi-active records of that location.
- c. A Private Storage Area - Means a semi-active records storage area maintained and operated by an organizational unit (a department, bureau or division within an office, plant or other location) for storage of its own records only.
- d. A General Storage Area - Means a record storage area maintained and operated by one organizational unit for the storage of records of others. This may be either local storage for various organizational units at one location, or a facility for storage of records from various locations.

General Statement with Respect to Storage of Records

3. Storage of Records is governed by the following general considerations:

- a. Storage of records throughout the Corporation shall be only in areas or structures suited to such purpose. Such areas or structures should be secure against weather, flood and unauthorized access, and protected as well as possible against fire.

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General Statement with Respect to Storage of Records (Contd.)

- b. Records storage areas should be maintained in a clean and orderly condition. Index records should be sufficient to assure the location of all records.
- c. Every records storage area should be under the direct control of a supervisory employee, who shall be responsible for the condition of the area and the records therein, for the proper movement of records into and out of the area, for the prompt destruction of unnecessary or obsolete records, and for the proper maintenance of records and indexes for quick and accurate reference.
- d. Records should be stored at the least possible cost which is consistent with the principles stated previously. Generally, this means use of those storage areas having the lowest space and operating costs, and which are able to furnish access to the records.

Local Records Storage

4. Concentration of the semi-active records storage function at each office, plant or other location is recommended where practical. Such concentration usually means greater attention to the records function, better facilities, better housekeeping, better service and lower cost.

5. For greatest efficiency, concentration of semi-active records storage at each location should include both a physical consolidation and the centralization of responsibility for records. However, even when physical consolidation is impractical (as when there is no single suitable space large enough to accommodate all or most of the records at the location), efficiency can still be obtained, in most cases, by assigning all records storage areas to a single responsibility and operating them under the same system.

6. All semi-active records in local storage, either in a general or a private storage area, should have a definite destruction date or date for review of the necessity for further retention. This accordingly requires a review of all records in local storage, for the purpose of destroying, establishing a destruction date, or establishing a date for further review.

7. In developing the methods and forms for storage of records at the Corporation's Archives, the requirements of local general storage areas have been considered. It is recommended that the Annandale Archives Procedure be used as a model for local general records storage procedures, to the greatest extent practical.

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Local Records Storage (Contd.)

8. The use of the standard USS Records Storage Box and the USS Records Storage Box Label for local records storage is recommended, both for uniformity with records destined eventually for the Archives, and to permit change in the use of the various storage facilities under changing conditions, without repacking or relabeling the records.

9. Private records storage areas, maintained by one department, bureau or division for their own semi-active records, should be subject to the same requirements for housekeeping, indexing and review as any other records storage area.

The Annandale Archives

10. The Corporation maintains the Annandale Archives at Boyers, Butler County, Pennsylvania, for the storage of records and microfilm for the various Divisions and Subsidiaries of the Corporation. This is a low-cost, maximum security storage area of large capacity. The Annandale Archives has direct-wire telephone service through the Corporation's switchboard in the Pittsburgh General Offices, and daily messenger service by station wagon from the General Office Mail Room.

11. Subject to the limitations in the following paragraph, the Records Retention Committee - Central Operations is responsible for determining which records are sent to the Archives for storage. Use of the Archives for storage of a particular record is determined primarily by considerations of practicality and cost, the length of time the record must be retained, the cost of packing, labeling and shipping, the expected frequency of reference, and the cost of alternative local storage.

12. Ordinarily, the Archives accepts for storage inactive records requiring retention of at least two years after receipt by the Archives, or inactive records from a city office location requiring retention of at least one year after receipt by the Archives. Acceptance of records other than the foregoing is at the discretion of the Archives.

Retention Periods for Records in Archives

13. No record is sent to the Archives for storage which does not have a fixed destruction date. This destruction date must be no more than fifty years from the beginning of the retention period of the record. However, with proper approval, the record may have a restriction on destruction, requiring review and permission from the originating Department before destruction. Every record sent to the Archives must be destroyed or reviewed within fifty years.

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Authorization for Transfer of Records to Archives

14. Authorization for transfer of records to the Archives is made by use of Form G-20452, "Application For Transfer Of Records to Archives" (Exhibit A). This form is submitted to the proper Departmental Representative, Records Retention Committee - Central Operations.

15. No record may be sent to the Archives for storage until an "Application For Transfer" listing such record has been approved for the Records Retention Committee - Central Operations, and recorded by the Archives. Once approval has been given for transfer of a particular record, however, subsequent transfers of such record are made without further approval except for shipping arrangements with the Archives. (See Paragraph 31 of this procedure.) If the previous application Form G-19622 has been approved for a particular record in the past, no further approvals are necessary.

Completion of "Application" Form

16. The Form G-20452, "Application For Transfer Of Records To Archives" (Exhibit A) is completed as follows:

- a. In the Heading identify the specific organizational unit (department, bureau or division) whose records are covered by the application. Do not include records of more than one organizational unit on the same sheet.
- b. Column 1 - Name or Title of Records - For each record, give the full name or title (abbreviations are acceptable). The name must be the one used on the approved retention schedule or other document by which the retention period for the record was established.
- c. Column 2 - Form No. - If the record is on a regular numbered form, give the form number.
- d. Column 3 - Size Sheets or Cards - For paper records, give for each record listed, the length and width of the usual sheets, in inches. The letter "L" may be used for the common 8-1/2" x 11" letter-size sheets. For cards, give the card size, followed by the work "Card" or the letter "C". For any card of the common tabulating-card size, the symbol "TAB" may be used. Bound books or ledgers and wrapped packages must be so designated and three dimensions given. Dimensions must be measured or estimated including wrappings. For files containing records of various sizes, the size given should be that of the largest record.

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Completion of "Application" Form (Contd.)

- e. Column 4 - Type of Container - This procedure in Paragraph 22 describes three standard boxes, designated as No. 13, 15 and 17, for use with records shipped to the Archives. In this column, indicate the type of container which will be used for the records by the numeral "#13", "#15", or "#17". If packaging other than one of these three will be used, insert in this column the letters "NS" to indicate a nonstandard package, and on the application or a sheet attached give a full description of the packaging proposed, including all three dimensions. Paragraph 26 of this procedure describes types of nonstandard packaging for records for which the standard boxes cannot be used. Acceptance of such non-standard packaging, however, is at the sole discretion of the Archives.
- f. Column 5 - Estimated Frequency of Reference - For each record listed, show in this column the approximate frequency with which reference will be made to any part of the record after transfer to the Archives. It is recognized that no accurate forecast can be made, but a reasonable estimate is sufficient. The expected frequency should be shown as times per month on the average (for example, 5/M) or times per year (for example, 6/Y). If the expected frequency is less than one per year, show as one per year. If no reference is expected except on the happening of a contingency (such as records retained solely for possible legal need), show as "Special Occasions" (using symbol SO).
- g. Column 6 - Initial Transfer to Archives - No. Boxes or Packages - In the usual case there will be at the time of the application an accumulation of the record awaiting transfer to the Archives. In this column, for each record listed, show the number of boxes or packages (as described in Col. 4) to be included in this initial transfer. For records not already packed, the number of boxes may be estimated. As an aid in estimating, the following conversion values may be used:
- One standard box (No. 13 for records less than 12-1/2 in. wide or No. 15 for records more than 12-1/2 in. wide) equals:
- (1) One linear foot of records (i.e., a stack or file of records one foot in thickness).

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<u>Completion of "Application" Form (Contd.)</u> (2) 2,400 sheets of ordinary paper records (200 sheets per linear inch). (This will not apply to cards, ledgers, or to files consisting primarily of tissue sheets.) (3) 1/2 of an ordinary file drawer, firmly packed. h. <u>Columns 7 and 8 - Initial Transfer to Archives - Date of Records -</u> In these columns, for each record listed, give the earliest and latest dates of the accumulation which will be included in the initial transfer. i. <u>Column 9 - Subsequent Transfers - No. of Boxes Per Year -</u> If additional quantities of the record will be sent to the Archives from time to time, indicate here the approximate number of boxes or packages of such record which will accumulate <u>in one year</u> (regardless of how often shipment will be made). The rules for estimating volumes in Paragraph g above may be followed. If the record is no longer current and no additional quantities will be sent to the Archives subsequent to the initial transfer, write the word "None" in column 9. j. <u>Column 10 - Retention Required - In Office and Local Storage -</u> For records to be sent to the Archives subsequent to the original transfer, give in this column the length of time for which the record will be kept in active files or local storage before shipment. If there will be no transfers of the record subsequent to the original transfer, indicate by a dash (-) in this column. k. <u>Column 11 - Retention Required - In Archives -</u> For records to be sent to the Archives subsequent to the original transfer, give in this column the length of time for which the record will be kept in the archives after shipment. The total of columns 10 and 11 must equal the total retention shown in column 12. If there will be no transfers of the record subsequent to the original transfer, indicate by a dash (-) in column 11. l. <u>Column 12 - Retention Required - Total Retention -</u> For each record listed (for initial transfer, subsequent transfer or both), show in this column the total approved retention period.			

* INDICATES CHANGE

☐ REWRITTEN ONLY

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Submission and Approval of Application

17. Two copies of the application form containing the approval signature for the department, division or bureau preparing the application are sent to the proper Departmental representative, Records Retention Committee - Central Operations, Pittsburgh, Pennsylvania. The Committee representative reviews and notes approval and forwards both copies to Supervisor, Annandale Archives.

18. Receipt of the application at Archives is indicated by signature and date in the upper right-hand corner of the form. This date is the effective date of the application, to be referred to whenever shipment to Archives is made of any record listed on the form. (See Paragraph 27d.) The original copy of the application is returned to the sending location and the duplicate retained at Archives.

Requirement for Standard Record Storage Containers

19. Three specially-designed records storage boxes have been adopted by the Corporation for the storage of records. These boxes are referred to herein as the "USS Records Storage Boxes".

20. Because of the physical characteristics of the steel shelving in the Annandale Archives, use of the standard USS Records Storage Boxes is mandatory for all paper records sent to the Archives. Exception is made only when use of such boxes is impossible, in which case special permission is given by the Archives for use of some other type of packaging. (See Paragraph 16e and 26.)

21. Use of the standard USS Records Storage Boxes is also recommended for local records storage, because (a) they are sound, sturdy containers, well designed for ease of assembly, packing and reference to the contents, (b) such use permits subsequent transfer of the records to the Archives, if necessary, without repacking, and (c) such use permits uniformity in local storage with other records destined subsequently for the Archives. After use for local storage, the boxes are reusable.

Description of Standard Containers

22. For ordinary paper records, two sizes of USS Records Storage Boxes are approved:

No. 13 Box - this box has been designed especially for use for letter-size records, or those records which (with file folders) are normally filed in a 12-1/4" (inside width) steel file drawer. Most card records can also be packed in this box.

Dimensions - Inside 10" high, 12" wide, 12-1/2" long
Outside 10-1/2" high, 12-1/2" wide, 13" long

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Description of Standard Containers (Contd.)

No. 15 Box - this box has been designed especially for use for legal-size records or those records which (with file folders) are normally filed in a 15-1/2" (inside width) steel file drawer. A few sizes of card records are also best packed in this box, including tabulating-size cards (3-1/4" x 7-3/8") in loose files or tied bundles, but not boxes of tabulating cards (see second paragraph following).

Dimensions - Inside 10" high, 12" wide, 15" long
Outside 10-1/2" high, 12-1/2" wide, 15-1/2" long

Because of the physical characteristics of the shelving at the Archives, the No. 13 boxes are to be used whenever possible. The No. 15 box may be used only for records which are too large for the No. 13 box, or when use of the No. 13 box would result in a very large waste space.

No. 17 Box - a third USS Records Storage Box, known as the No. 17 box, has been approved solely for storage of tabulating cards. Many locations packing tabulating cards for storage prefer to send them in the regular tabulating card boxes (approximately 7-7/8" wide, 3-1/2" high and 14-1/2" to 15-3/4" long) in which they were received from the manufacturer. Such boxes are not acceptable to the Archives unless packed in a larger box. Use of the No. 15 box, however, results either in waste of space or in the box being distorted so that it will not fit in the closely-spaced shelving of the Archives. The special No. 17 box has been designed to correct this difficulty, and may be used only for cards of tabulating card size, packed in the manufacturer's boxes, under the conditions described.

Dimensions of this box are:

Inside 10" high, 12" wide, 16-1/4" long
Outside 10-1/2" high, 12-1/2" wide, 16-3/4" long

Assembly of Standard Containers

23. The empty standard USS Records Storage Boxes are shipped flat, with covers separate. By following these instructions, the box can be erected and ready for packing in a few seconds:

- a. Pick up the box with the thick part up and the open end down.

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Assembly of Standard Containers (Contd.)

- b. Line up the box perfectly square on the floor or on a table.
- c. In this position, press the upper part of the box down as far as it will go. Enough force must be used to bring the edges of the inner section flush with the edges of the outer section, otherwise the box will not fit on the shelving at the Archives. The box is now erected to receive records.
- d. After packing, bend the four flaps of the cover, insert one of the short flaps between the double walls of one of the short ends of the box; insert adjoining sides between the side walls part of the way, and put the remaining short flap between the walls of the other short end of the box.

Procurement of Standard Containers

24. The standard USS Records Storage Boxes are obtained from the Pittsburgh Stationery Storeroom under the following identification:

No. 13 Box - Catalog Number 1118.17
 No. 15 Box - Catalog Number 1118.18
 No. 17 Box - Catalog Number 1118.19

Packing Records for Storage

25. In packing records for storage, the following general rules are followed regardless of whether they are destined for the Archives or for some other records storage area.

- a. Records should be moved from active files to storage containers as promptly as possible after the expiration of their active life. At the time of this removal from active files, the records should be culled, and all nonessential, extraneous or duplicate material disposed of.

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Packing Records for Storage (Contd.)

- b. Care should be exercised in transferring records from files to storage containers, to maintain the filing arrangement and continuity, and to clearly define the beginning and ending points of the contents on the box labels of each box. Unless this rule is strictly observed, storage personnel may find it impossible to locate a particular record.
- c. Every effort should be made to assure that all records contained in each box have the same year of destruction.
- d. Whenever practical, records having any restriction on destruction should be kept separate from unrestricted records, as the restriction will be applied to the whole box.
- e. Proper preservation of records in storage requires that they be packed tightly enough to hold them firmly, yet loosely enough to permit withdrawal and reinsertion of individual documents. One of the chief complaints of the Archives is overcrowding of records in boxes, often to the point where the lids cannot be fully closed and the boxes will not fit on the closely-designed steel shelving. At the same time, effort should be made to utilize the entire capacity of the container.
- f. It is essential that boxes be packed so that lids can be completely closed without bulging; otherwise, the boxes will not fit on the closely designed steel shelving of the Archives.
- g. If it is impractical to completely fill a box with records, it is imperative that any waste space be filled with excelsior, cardboard, newspaper, or the like. Failure to hold the records firmly in the box may result in impairing the filing arrangement and physical condition of the records so badly as to make the records unusable, or in crushing of the box during shipment.

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Packing of Records for Storage (Contd.)

- h. Records of a size which will not fit into either of the standard USS Record Storage Boxes should be folded to fit when this is practical without harming the records or seriously impairing their utility. Only when this cannot be done should approval be requested for packaging loose records in other ways, as described in Paragraph 26 below.
- i. Records in loose-leaf binders should when practical be removed from the binders, tied with string or placed in folders, and packed in a standard box; otherwise approval should be requested for packaging as described in Paragraph 26a below.
- j. When cards or other small-size records are packed in a standard USS Records Storage Box, they should be arranged in sets tied with cord, or wrapped with paper bands, or separated by cardboard strips between the rows.
- k. Since rubber bands deteriorate in storage, all rubber bands used to contain or separate records must be replaced by paper bands or string before packing; otherwise, the file arrangement will be lost as the bands break down.
- l. Dust, dirt and mildew all contain chemical substances or organisms which can be extremely destructive to paper. Dust, dirt and mildew should be removed from records to be stored, to the extent practical in every case; with records which are to be retained for a long period of time this can be quite important. For large volumes of excessively dirty records, a blast of compressed air has been found effective.

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Special Packaging of Odd-Sized Records

26. There will be occasions when it is desired to send records to the Annandale Archives, but because of the size or physical characteristics, the records cannot be accommodated in the standard USS Records Storage Box. This category would include bound ledgers and large-size documents that cannot be folded. In these circumstances, special packaging will be required for such records, as described below.

a. Bound Ledgers

Bound ledgers should be securely wrapped in heavy kraft paper. Ledgers of similar width and length may be combined in one package providing the total thickness after packaging does not exceed 10-3/4 inches. No tolerance over this limit can be permitted, even of a fraction of an inch. All folding edges of the kraft paper must be firmly sealed with at least two-inch kraft tape. It is recommended that corrugated box board be cut and fitted along the open edges of the ledger before wrapping.

b. Loose Records - Special Boxes

It is possible that in special cases where loose records cannot be folded or otherwise made to fit the Standard USS Records Storage Box, there may be some other type of corrugated carton (such as a forms manufacturer's carton) which would accommodate such records and still not be unduly wasteful of space in the Archives. In all such cases the problem should be submitted to the Supervisor of the Archives, describing the records and their size, the problem in using standard packaging, and the exact outside dimensions of the proposed package when packed. The total volume of such records expected, both initial and yearly thereafter, and the length of retention required in the Archives, are also essential information in such a request.

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Special Packaging of Odd-Sized Records (Contd.)

c. Loose Records - Wrapped Packages

Loose records which cannot be folded or otherwise made to fit the standard USS #13 or #15 Records Storage Box, and which cannot be packed in another type of carton as described in Paragraph 26b preceding, should be made into wrapped packages. The records should be stacked unfolded, and encased in heavy box board on all sides for protection. The total thickness of the stack including the box board and wrappings should not exceed 10-3/4 inches. No tolerance whatever over this thickness can be permitted. The entire contents should then be firmly wrapped in heavy kraft paper, and all folded edges securely sealed with 2-inch kraft tape.

d. Labeling of Special Boxes and Packages

For any special-size box or package, the regular Record Storage Box Label must be made out in the manner described in Paragraph 27 below. If the longest dimension of the package does not exceed 24", the label should be affixed to the package on the edge side having the shortest dimensions. If the longest dimension is over 24", the label should be affixed to the edge side (thickness) having the longest dimension. Labels should be centered as well as possible. The wrappings and labeling must be planned in such manner that the wrappings can be opened completely and resealed without damaging the label.

Records Storage Box Labels

27. A uniform Records Storage Box Label, Form G-20453, is shown as Exhibit B. This label must be used with all records sent to the Archives. However, the label has been designed to be equally useful with records retained in local storage, or for a time in local storage and for an additional period in the Archives. Its use is therefore recommended for all records storage, so that records can be interchanged with the Archives without repackaging or relabeling. The form is a three-part set, serving as box label, index and control record. The label should be filled in at the same time the box is packed, and immediately applied to the box so that there can be no chance for mislabeling. The upper portion of the form is divided into four columns, for listing information concerning the individual records packed in the box. If space for describing additional records is needed, additional labels may be used on the box. For each record in the box, the information on the label should be given as follows:

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Records Storage Box Labels (Contd.)

- a. Name or Description of Record - Give the name or descriptive title of the record, in the same form as on the retention schedule and on the "Application For Transfer Of Records To Storage". Abbreviations are permissible. If the record is frequently referred to by a form number, this should precede or follow the name.

- b. Portion of File Included - Show in this space the specific beginning and ending points of the part of the file which is included in the box. For example -

If records were filed alphabetically by customer, portion included might be "American Bedding Co. through American Bolt Co."

If record were filed numerically by mill order number, portion included might be "H 367 through H 451".

If record were filed by date, portion included might be "1/1/56 through 6/30/56".

- c. Earliest and Latest Dates Included - Show in this space the earliest and latest dates of the record included in the box. This information should be given regardless of the filing arrangement used.

- d. Date of Transfer Authorization - Show in this space the effective date of the application by which transfer of the record to the Archives was authorized. Under this procedure, this will be the date of recording by the Archives; appearing in the upper right-hand corner of the "Application For Transfer Of Records to Archives" on which the record was listed. For records authorized for transfer to the Archives prior to the effective date of this procedure, this will be the date of approval by the Methods Planning Division or the Procedure Division, of the "Application For Transfer Of Records To Archives" on which the record was listed.

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Records Storage Box Labels (Contd.)

- e. Box Information - On the lower portion of the label, (Exhibit B) is to be shown information pertaining to the box as a whole, rather than to any individual record. When more than one label is required for describing the records in the box, this information need be given only on the first label, except that every label should repeat the "Packing No." (to be followed by word "Continued" or "Cont." on labels other than the first), and the identification of "Company or Division", "Location", and "Department, Bureau or Division".
- f. For Local Records Storage - Room, Sect., Shelf, Box No. - These spaces will be used only when records after removal from active files are sent to local records storage, either for their full life or for a period before transfer to the Archives. The specific way in which these spaces should be used is a matter for local determination.
- g. Packing No. - This space is provided for a temporary identifying number assigned to the box at the time it is packed. Boxes in the Archives will ordinarily be identified by the Room, Section, Shelf and Box Number assigned by the Archives. These numbers, however, cannot be assigned until after the records are received. To permit specific identification of the boxes for control purposes before assignment of storage box numbers, a "Packing Number" is inserted in this space at the time of packing. The "Packing Numbers" will be assigned by the particular bureau, division or department packing the records, in sequence for all boxes packed by them, carrying the sequence forward from year to year.

It may be noted that for locations not wishing to assign a local storage location or box number because their storage area is small or because a change in the storage area is contemplated, the "Packing No." and the designation of the "Dept., Bureau or Div." may provide sufficient identification of the records in local storage.

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Records Storage Box Labels (Contd.)

- h. Company or Division - Identify the records in the box, using the abbreviation "UCO".
- i. Location - Insert in this block the exact name of the office, plant or other location whose records are in the box. Abbreviations are permissible. In the case of a General Office, the abbreviation "Gen. Off." will suffice. Likewise in the case of a plant (such as "Homestead"), the plant abbreviation (Hstd) will suffice.
- j. Department, Bureau or Division - Show here the department, division or bureau within the location whose records are contained in the box.
- k. Ship to Archives - For records which are scheduled for retention first in local storage and afterwards at the Archives, give here the month and year at which transfer to the Archives is to be made.
- l. Review (Yr.) - If it is required or desired that the records be called up for review of their continued retention at some time prior to the authorized destruction date shown on the label, indicate in this space the year when such review should be made.
- m. Permiss. Required - Show in this and the two following blocks any restrictions on destruction of the records. Restrictions on destruction should be avoided except in unusual cases and must be specifically shown in the retention schedule or other document establishing the retention. In this first block, state "Yes" if permission for destruction must be obtained by the Archives at the destruction date.
- n. Burning Required - State "Yes" here if there is any approved restriction on the manner of destruction.

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Records Storage Box Labels (Contd.)

- o. Certificate Required - State "Yes" here if there is any approved requirement that a certificate showing the destruction of the records must be executed by the Archives.
- p. Destruction Date - Give here the month and year in which the records may be destroyed.
- q. For Archives Use Only - This space in the lower right-hand corner of the label is reserved for use by the Archives for information as to the location of records in their custody. No entry may be made in any part of this space by anyone else.
- r. Form G-20453, Etc. - The records storage box label is made up as a 3-part "snap-out" set with carbons included. The form number and title of the form are printed on the stub which holds the parts together. This stub will be removed when the parts of the form are separated.

Affixing Label to Records Storage Box

28. The original of the Records Storage Box Label, Form G-20453, (Exhibit B) must be affixed to the Records Storage Box in the manner described below. This requirement is mandatory on records sent to the Archives because of the way the boxes will be placed on the shelves.

- a. On the No. 13 USS Standard Records Storage Box, attach the label on the 13" side, centered both vertically and from side to side.
- b. On the No. 15 and No. 17 USS Standard Records Storage Box, attach the label on the 12-1/2" side, centered both vertically and from side to side.
- c. When more than one label is required, the second is attached below the first, centering the two labels as much as possible.

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Affixing Label to Records Storage Box (Contd.)

d. Care should be exercised to see that the glued back of the label is properly moistened and that the edges are securely fastened to the box. This is especially important if the records are to be shipped by common carrier.

Distribution of Record Storage Box Label Copies

29. After Record Storage Box Labels, Form G-20453, (Exhibit B) have been prepared and the originals affixed to the record storage boxes, the copies of the labels are distributed as follows:

a. Records Shipped Directly to Archives After Transfer From Active Files

When records transferred from active files are to be shipped directly to the Archives, the first buff copy of the label is sent to the Archives. Label copies for all boxes being shipped at one time are sent to the Archives in a single envelope or package, by first class mail or by company messenger. These label copies serve the Archives as a shipping manifest of the boxes being shipped. A letter or memorandum stating the name and address of the individual to whom the label copies should be returned must accompany the labels to Archives.

As the boxes are received, the Archives enters the box number and shelf, section and room in the space provided for Archives' use on the label and label copy for each box. The label copies are then returned to the shipping location as an acknowledgement of receipt and an index of the records in storage.

The second buff copy of the label for all boxes shipped is retained by the shipping location as their record of shipment.

After the first buff copies have been received by the shipping location and compared for completeness, the second buff copies may be used or disposed of as desired.

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Distribution of Record Storage Box Label Copies (Contd.)

b. Records Sent to Local Private Storage and Then to Archives

When records transferred from active files are to be retained for a period in local private storage and then shipped to the Archives, the same procedure is followed as outlined above, except that if desired the location in the local storage area may be marked in the space assigned for that purpose in the lower left-hand corner of the label. The first buff copy of the label is of course not mailed to the Archives until the box itself is also ready for shipment.

c. Records Sent to Local General Storage

When records transferred from active files are to be sent directly to local general storage, both the first and second buff copy of the box label should also be sent to the storage custodian. These label copies serve as a manifest of the boxes being transferred. The location packing the records should retain a control record of the Packing Numbers of the boxes.

The local storage custodian enters the box number and location in local storage on both copies of the label. The first card copy is then filed by the custodian as his index of records in his storage area.

The second buff copy of the label is returned to the packing location as evidence of the receipt of the records and as their index of records in storage.

d. Records Transferred From Local General Storage to the Archives

When records retained for a period in local general storage are afterwards transferred to the Archives, the local storage custodian removes the first buff copy of the box label from his index files, keeping these label copies separate from his index file as a record of the boxes being shipped. (When the boxes are shipped, a record of the date of shipment also should be made and placed with the cards.)

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Distribution of Record Storage Box Label Copies (Contd.)

The second copy of the box label is then obtained from the department, bureau or division responsible for the records. After comparing the numbers with the first copy and the label on the box, the second buff copy of the label is sent to the Archives. The label copies for all boxes being shipped to the Archives at one time are sent to the Archives in a single envelope or package by first class mail or by company messenger. The label copies must be accompanied by a letter stating to whom they are to be returned, otherwise the Archives will return them to the department, bureau or division shown on the labels. These label copies serve the Archives as a shipping manifest of the boxes being shipped.

As the boxes are received, the Archives enters the box number and storage location in the space provided for Archives' use on the label and label copy for each box. The label copies are then returned to the shipping location as an acknowledgment of receipt and an index of the records in storage.

When the second copies of the labels are received by the local records storage custodian, they are compared with the first copies in his possession, and the Archives' box number and Archives' location are entered on the first copies. The first copies are then filed by the custodian as his index of records in storage and the second buff copies are returned to the department, bureau or division responsible for the records and replaced in their index file.

Corrections or Changes in Records Storage Box Labels

30. When an error is discovered in a Record Storage Box Label, or when as the result of any examination or review, a change or correction in any of the information on a Records Storage Box Label appears to be necessary, the change will be made as follows:

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Corrections or Changes in Records Storage Box Labels (Contd.)

Changes in destruction date or in restrictions on destruction on any records in the Archives may be made only by means of a revised Records Storage Box Label, sent to the Archives with a letter approved by the Departmental Representative of the Records Retention Committee. The letter must identify the box by box number, room, section and shelf. The revised Records Storage Box Label should have the word "Revised" marked or stamped prominently across the face of the original and each copy. The original and first buff copy are sent to the Archives with the authorization letter. The Supervisor of the Archives affixes the new label to the box after defacing the original label and marks the copy "Noted by Archives". The label copy is then returned to the person authorizing the change.

Changes or corrections in any information on the Records Storage Box Label other than the destruction date or restrictions on destruction may be authorized by a request in writing to the Archives by the Supervisor of the department, bureau or division sending the records to storage.

Shipment of Records to Archives

31. When less than twenty-five boxes of records are to be shipped to the Archives in a single shipment or on the same day from one location, no arrangements with the Archives need be made except the notice given by the Record Storage Box Label copies and memorandum as described in Paragraph 29a, provided that the label copies are mailed to the Archives at least one day before the day of shipment.

When twenty-five or more boxes of records are to be shipped to the Archives in a single shipment or on the same day from any one location, arrangements must be made with the Archives by use of form G-20503 "Permission to Ship Records to Annandale Archives", Exhibit C, (two copies) or by telephone, stating the number of boxes, the manner of shipment and the expected day of shipment as nearly as it can be determined. The Archives will reply confirming the arrangements or request that other arrangements be made. The records may not be shipped until arrangements have been agreed upon. Boxes of records may be shipped to the Archives in the following ways:

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<u>Shipment of Records to Archives (Contd.)</u> a. <u>Shipment by Company Messenger</u> The Pittsburgh General Offices and locations having messenger service to Pittsburgh by station wagon should send small shipments of records to the Archives by way of the Pittsburgh General Office Mail Room. Arrangements must be made with the Pittsburgh Mail Room in advance. The size of the shipment which the messengers will accept, and the time of shipment, will be at the discretion of the Pittsburgh General Office Mail Room. Especially valuable records from such locations should always be sent by company messenger, using the company's messenger mail registration service, unless the quantity is large enough to require direct shipment by a private truck. Boxes of records sent by messenger do not need an address or an address label. The Records Storage Box Label will secure delivery to the Archives. b. <u>Shipment by Railway Express</u> Locations not having messenger service to Pittsburgh by station wagon should send small shipments of records to the Archives by Railway Express. Records may not be sent by parcel post. Especially valuable records from such locations should always be sent by express unless the quantity is large enough to require direct shipments by private truck. Such records sent by express should be declared as of special value. The shipping location should make certain that all address and shipping labels are applied to the boxes on surfaces other than those carrying the records storage box labels. Shipments to the Archives by express will be at the expense of the shipping location. Express shipments should be sent to the rail freight and express address as follows: Annandale Archives United States Steel Corporation <u>Annandale</u>, Butler County, Pa.			

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Shipment of Records to Archives (Contd.)

c. Shipment by Private Truck

Records may be shipped to the Archives by a private truck. This includes company trucks, hired trucks, local transfer or trucking services, or any other service arranged by private contract where pick-up and delivery are door-to-door without trans-shipment. This is the preferred method of shipment of records in large quantities:

Private truckers should be directed to make delivery to:

Annandale Archives
United States Steel Corporation
Boyers, Butler County, Pa.

Delivery must be made directly into the mine by the trucker. However, because of the very considerable danger of losing one's way underground, no truck will be permitted to enter the mine without a pass and an escort, which will be obtained at the Mine Office. Because of the limited size of the mine entrance, the truck and load must not exceed 8 feet, 2 inches in height.

d. Shipment by Freight

Records may be shipped to the Archives by truck or rail freight. It should be borne in mind, however, that freight often requires several handlings or trans-shipments of the boxes, with consequent risk of loss or damage. Shipments by freight will be at the expense of the shipping location.

Truck freight should be consigned to:

Annandale Archives
United States Steel Corporation
Boyers, Butler County, Pa.

Rail freight should be consigned to:

Annandale Archives
United States Steel Corporation
Annandale, Butler County, Pa.

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Shipment of Records to Archives (Contd.)

e. Preparing Boxes for Shipment

The standard USS Records Storage Box is a durable double-walled container, nearly twice as strong as the average box and fully acceptable to common carriers. It needs no crating or reinforcement of the box. However, lids of the boxes must be secured by two-inch Kraft-tape applied to three sides of the lid, omitting the side having the finger lip. For shipment by common carrier, it is especially important that the tape be firmly applied and inspected before shipment.

Reference to Records in Archives

32. Requests for records from the Archives, or for information from the records, are made only by Management personnel, or by a Records Clerk or Custodian who has been authorized to handle requests for his location. Such authorization is communicated to the Supervisor of the Archives.

33. The person desiring a record from the Archives makes his request by letter or telephone to the Archives, identifying himself by name, title, location, and address or telephone number. The request describes the item desired including the box identification, the name or description of the file, the title of the folder, or subdivision of the file within the box and a detailed description of the particular item desired.

34. To prevent unauthorized access to records, the Archives requires that the Archives Box No., Room, Sect., and Shelf, and the Name or Description of Record, Company or Division, Location and Dept., Bureau or Div. be given in the request in exactly the form they appear on the copy of the "Records Storage Box Label" returned to the originating location as an index record. In this way, the originating location controls access to the records in the Archives by controlling access to the index records.

35. The Archives may in any case require that a request in writing be signed or approved by the Supervisor of the department, bureau or division sending the records to storage, or that a telephone request shall come from him. In place of or in addition to the foregoing, the Archives may at their discretion send a requested record to the Supervisor of the department, bureau or division rather than the person making the request, or may decline to give information by telephone to a person other than such Supervisor.

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Transmittals of Records from Archives

36. To the greatest extent practical, in response to request for records, the Archives will make and send a photo copy of the record rather than the actual record. The photo copy is not to be returned to the Archives, and should be destroyed by the recipient after it has served its purpose.

37. When actual records from files stored at the Archives are transmitted in response to a request, the Archives maintains controls to insure the return of such records.

Authorization for Destruction of Records

38. Records which are being held in accordance with approved retention schedules are destroyed at the end of the period specified in the schedule, without further authorization. When records are being retained in a general storage area, notice of intention to destroy the records, identifying them by box number and by title or description and date, may be given to the Department or Bureau primarily responsible for the records, 30 days before the records are destroyed.

Time of Destruction

39. Records are destroyed as soon as practical after the time destruction is authorized. Destruction is accomplished at least within 60 days after the authorized destruction date, unless a temporary delay is approved by the Departmental Representative, Records Retention Committee - Central Operations.

Responsibility for Destruction

40. Destruction of records is the responsibility of the Department or Bureau having custody of the records at the time they reach their authorized destruction date.

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Manner of Destruction

41. When possible, paper records are destroyed by sale as waste to a bonded waste paper dealer. This includes records ordinarily considered as confidential, such as cost and profit information, salary and personnel records, except where a restricted destruction is required by the retention schedule or other authorization. Restricted destruction means mutilating before disposal or burning. At locations where a bonded waste paper dealer is not available, paper records are sold as waste to other dealers. In such cases, confidential records are mutilated before sale. Mutilating means shredding or cutting the records in such a manner that the fragments cannot be used to convey information. When destruction of paper records by sale as waste is impractical, they are disposed of in the most convenient manner, except that confidential records are mutilated before disposal, or burned. Microfilm and other non-paper records are destroyed in the most convenient manner, provided that confidential records do not leave the custody of the Corporation in a form which could be used to convey information.

Records of Destruction

42. When records are destroyed in accordance with an approved retention schedule, no record of the destruction is necessary except when required by contract, by law or by government regulation. Any such requirement is noted in the schedule. When records are destroyed in accordance with a special authorization not a part of an approved retention schedule, the Supervisor of the Department or Bureau responsible for the destruction notes on the authorization the date of destruction with his signature.

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EXHIBIT B

Effective: Immediately

Revised: 8/3/59

NAME OR DESCRIPTION OF RECORD			PORTION OF FILE INCLUDED		EARLIEST AND LATEST DATES INCLUDED		DATE OF TRANSFER AUTHORIZATION	
FOR LOCAL STORAGE			PACKING NUMBER	SHIP TO ARCHIVES		FOR ARCHIVES ONLY		
ROOM	SECTION	SHELF		REVIEW		ROOM	SECTION	SHELF
			COMPANY OR DIVISION					
BOX NO.		LOCATION		PERMISS. REQ'D.	BURNING REQ'D.	CERTIF. REQ'D.	BOX NO.	
		DEPT., BUREAU OR DIV.		DESTRUCTION DATE				

RECORDS STORAGE BOX LABEL

FORM G 30483 UNITED STATES STEEL CORP.

S.P.I. Ref., M-8
EXHIBIT C
Effective: Immediately
Revised: 8/3/59

G-20503

PERMISSION TO SHIP RECORDS TO ANNANDALE ARCHIVES

To: Supervisor
Annandale Archives
United States Steel Corporation
Boyers (Butler County), Pa.

Date _____

Please grant permission to ship _____ boxes of records on

DATE _____

These records are to be shipped via _____

Remarks _____

SIGNATURE AND POSITION TITLE

(FILL IN YOUR OWN ADDRESS BELOW)

To: _____

Date _____

☐ Approval to ship on above date is granted.

☐ Suggest shipment be made on _____

Note: All shipments must be Prepaid.

Make certain all shipments arrive at Archives on working days between
8 AM and 3 PM.

Remarks: _____

SUPERVISOR, ANNANDALE ARCHIVES