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John Kuzemchak - General Office
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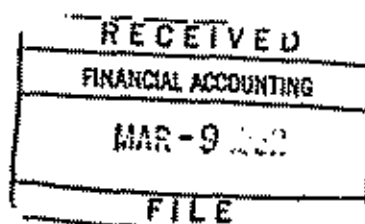
DATE: March 4, 1992

FROM: John Luffe - General Office

SUBJECT: Record Retention QAT

Attached are notes from our organizational meeting held at the Harmarville Glass Research Center on March 3, 1992. If there are any changes, please send them to me.

The next meeting is scheduled for March 24, 1992 at the Monroeville Chemical Technical Center at 2:00 p.m. Lawrence Kreuer will send out an agenda prior to that meeting.



-BA 214

Record Retention QAT Meeting
March 3, 1992, 2:00 p.m.
MEETING NOTES

PRESENT

Betty Beestrice - Harmarville
Chuck Edge - Harmarville
Eileen Holste - O'Hara Township
Lawrence Kreuer - Allison Park
John Luffe - General Office

Mike Brown - Monroeville
Tom Hockswender - Allison Park
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John Luffe and John Kuzemchak started the meeting with a review of the Records Management committee from its beginning as the Records Retention Committee to its present responsibility. The need for strict adherence to the records retention period as set forth in the manual was stressed. They talked about instances where records retained past their retention period had a negative impact on litigation.

The use of Quality Action Teams to update certain sections of the Records Retention Manual had worked in the review of other sections and it was suggested that a QAT review Section 10 of the Manual.

It was reported that there are no legal requirements at any level of government to keep research/technical data for any specified length of time. The basic premise of record retention for PPG is to keep records for three years only. This period should not be stretched. Research/technical data should be retained so long as it is needed for normal business activities. Defining how long you need to keep information to do your job was discussed with no answers at the present time.

In looking at record retention for research/technical data, the group should identify problems and recommend solutions. The QAT should update the manual and make it more user friendly. The QAT should not use a cookbook approach but should keep it as general as possible. A time period should be put on everything.

Lawrence Kreuer was selected as team leader.

A list of rules for the QAT was distributed.

For the next meeting it was agreed that each member of the QAT would:

Review Section 10 of the Records Retention Manual for the next meeting.

Bring in a written suggestion for a mission statement.

Describe the type of records that should be kept beyond the three year time period and suggest a retention period.

The next meeting was set for Monday, March 23, 1992 at the Monroeville Chemical Technical Center in Monroeville. Mike Brown will send directions upon receipt of these minutes.