

INTER-ORGANIZATION CORRESPONDENCE

UNITED STATES STEEL CORPORATION

To Works Auditors - Steel

DATE February 23, 1961 C/L 61003

FROM J. M. Deal, Manager
Works AccountingSUBJECT Invoice Distribution and Retention
Practices - Changes Resulting From
Mechanized Accounts Receivable
Program

Effective March 1, 1961, the standard distribution requirements for invoice copies, as specified in SPI K-1, will be modified to the following extent.

1. All invoice copies presently submitted to the UCO Credit Division at both the Pittsburgh and Chicago offices will be discontinued.
2. Invoice copies covering UCO trade customers which are presently included in the Settlement batches submitted daily to the Accounts Receivable Bureau will be discontinued.
3. Continue to follow the normal practices on Settlements pertaining to USS Operating Divisions. Thus, on direct billings to other operating Divisions or on billings "in the name of" another Division, the Accounts Receivable Bureau will still receive the invoice copies in Settlement batches along with the supporting Settlement tape.

The above modifications do not in any way alter the Accounts Receivable extra copy requirements, as specified in Chapter XIX of SPI K-1, and does not change any other special requirements for invoice distribution. The Billing and Invoicing procedure, SPI K-1, will be subsequently revised to recognize the above distribution changes. But until such time that the revision is completed and circulated, this letter authorizes each Works to discontinue (effective March 1, 1961) the submittal of invoice copies to the Credit Division and to the Accounts Receivable Bureau, in accordance with the noted exceptions.

In conjunction with the discontinuence of invoice copies sent to the Accounts Receivable Bureau, the Works will be required to provide the necessary invoice retention copies for Annandale Archives. Each Works is to file invoices in invoice number sequence, retain locally for three years and then transfer to Annandale Archives for seven years, or a total retention of ten years. The procedure instructions governing Retention of Records and Correspondence Filed and Stored, SPI M-1, are being revised to incorporate these changes.

JWF:mab
cc R C. Johnson



GM Timmis
I believe you will be
interested in this letter
J.J. Simic
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