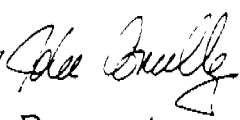


CMA INTEROFFICE MEMORANDUM

December 13, 1995

To: CMA Staff
From: John Connelly 
Re: Vinyl Chloride Documents

In a previous memorandum dated January 31, 1995, I advised you that CMA had received a request for production of documents in a tort case filed against CMA involving worker exposure to vinyl chloride. I also requested that you review your files and forward to me all documents relating in any manner to vinyl chloride or any substance containing vinyl chloride. This request sought not only traditional documentary records, but also any forms of documents, including computerized materials, tapes, videotapes, and press clippings.

CMA must now supplement its document production in this case with documents generated through September 30, 1995. Accordingly, please forward to me any documents fitting the above description that were generated through September 30, 1995, and that you have not already forwarded to me in response to my earlier memorandum. When you copy the documents, please also copy the cover page of the file in which the documents were located. I would appreciate receiving all such documents no later than Friday, December 22, 1995.

As outlined in my earlier memorandum dated January 31, 1995, and in the records retention memorandum dated November 21, 1994, until further notice, CMA must continue to retain all such documents pertaining in any manner to vinyl chloride. This special document retention requirement thus temporarily supersedes CMA's standard document retention policy for such documents.

Thank you for your support. If you have any questions, please contact Don Evans at extension 1354.

CMA 114595