

SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

ROUTINE AND POLICY

Consecutive No. 213

R&P #213

December 31, 1970

SUBJECT: PV&L TECHNICAL FILING SYSTEMS - FORMULA CARDS & RAW MATERIAL SPECIFICATION CARDS

PURPOSE: To standardize maintenance of laboratory records and limit the number of duplicate records retained at all laboratories.

SCOPE: 1. Complete records of formula cards and raw material specification cards will be maintained at Cleveland Technical Procedures (Prime Master File) and Chicago A.W. Steudel Technical Center (Alternate Master File) only.

Complete records include active and void formula cards and raw material specification cards and all revisions, alternates, and local variations of them.

Copies of these records are available to all laboratories upon request.

2. The formula cards and raw material specification cards filed in other laboratories should be limited to those needed on a frequent basis by the specific location. These records would include:

- a. Complete records on manufactured products (both finished goods and intermediates) controlled by the specific lab.
- b. Current raw material specification cards.
- c. The current cards and prime alternates to it for special rexes which are or could be manufactured at the specific location. (NOTE: There is little value in maintaining records on products which would never be manufactured at the specific location. As an example, Nitrocellulose Lacquers at Newark.)
- d. The current card, prime alternates to it, and the one immediately preceding it and the prime alternate to it on price list items should be retained.

The preceding card may be needed for depletion of overstock.

- e. Current local variations from other locations to products controlled at the individual location.
- f. Current local variations originated at the specific location to products controlled elsewhere.

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PROCEDURE:

I. ALL LABORATORIES EXCEPT CLEVELAND TECHNICAL PROCEDURES AND
A.W. STEUDEL TECHNICAL CENTER.

A. Records to be Maintained

ACTIVE
RECORDS

1. Products and manufactured intermediates controlled at your location. - File all cards, prime alternates to them, and local variations to them.
2. Products and manufactured intermediates controlled by other locations.
 - a. Active line products (price list items) - File the latest card, prime alternates to it, and the last previous card and alternates to it.
 - b. Active special rexes and manufactured intermediates controlled by other locations - File only latest card and prime alternates to it for products which are or could be manufactured at your location.
 - c. File only current local variations originated by your laboratory to products controlled elsewhere.
3. Raw material specification cards - File only the latest card for active raw material specifications.

B. Records to be Destroyed

OBSOLETE
RECORDS

1. Destroy upon receipt formula cards representing products which will never be manufactured at your location. If previous records of such products are currently in your file, destroy them also.
2. When void cards are received for raw material specifications or special rexes, pull all records from the file and destroy them and the void card in the manner prescribed for destruction of confidential records.
3. As revisions are received to price list formula cards, destroy destroy all previous cards and alternates except the last card and alternates to it.