

USX

TO: Holders of USX Accounting Procedures
FROM: N. W. Huston
DATE: December 31, 1990
SUBJECT: USX Accounting Procedure A950
Records Management

PLAINTIFF'S EXHIBIT

USX-1248

The subject procedure has been updated and is being reissued in its entirety, replacing the existing "Records Management Manual."

The updated procedure reflects current records retention and destruction practices, as well as Corporate organizational and procedural maintenance changes which have occurred since the last issuance of the "Records Management Manual." In general, Sections I, II and III (and related exhibits) present the scope, objectives, responsibility and detailed instructions on preparation of records for storage and transferring them to Annandale Archives. Appendix I presents the records retention periods for documents by major functional responsibility. (Note: Record retention periods in Appendix I have not been changed; however, a Retention Index No. has been added and is to be used on Exhibits B and E.)

The overall responsibility for coordinating the development and maintenance of the Corporation's Records Management program has been transferred to the USX Law Department effective January 1, 1991. Accordingly, any questions on this procedure should be directed to J. S. (Steve) Fusko on Steelcom 723-5391.

Director - Accounting
Research & Planning

Attachments

01.000.0458

USX CORPORATION

RECORDS DESTRUCTION CONTROL NO. _____

NOTICE OF INTENT TO DESTROY RECORDS

TO:

FROM: USX CORPORATION
ANNANDALE ARCHIVES
BOYERS, PA 16020

January 1, 19____ is the authorized destruction date of your records listed on attached pages numbered____ through ____ which we are furnishing to you in duplicate. Destruction of the listed boxes may be delayed if you so advise per sections 1, 2, or 3 below.

- 1) On the attached list circle in red only those box numbers to be delayed to comply with requests from the Law and Tax Departments per attached "Notice of Temporary Delay of Destruction of Records", if any.
 - A) Indicate applicable "Hold Reference Number" on each affected page of the list. Should a page have circled box numbers for two or more "Holds", indicate which boxes apply to each "Hold".
 - B) Records are being maintained centrally by "Hold Reference Number" for "Holds" of boxes you have circled in prior years because of pending corporate litigation or unresolved tax settlement. You will be advised when each "Hold" is lifted or modified. Thus each year's list displays only those records maturing during that year.
- 2) Should boxes be listed for destruction for which destruction date needs to be deferred to bring it in line with approved Department Retention Schedule, address a letter of request to "Records Management", identifying the box and its contents as shown on the attached list, referring also to the applicable approved Department Retention Schedule entry.
 - A) Send this letter of request along with the response copy of this list to Annandale for proper forwarding. After your request is processed, you will be advised of the action taken.
 - B) Changes of this kind are not to be confused with temporary delays of destruction occasioned by pending litigation or unresolved tax settlements. Instead these changes are merely correction of incorrect maturity dates.
- 3) Should boxes be listed for which a destruction delay is being requested for any other reason, a letter proposing a new destruction date and listing the compelling reasons for this destruction delay should be attached and sent to the archives for review. After your request is processed, you will be notified of the action taken. Destruction of the appropriate boxes will be deferred until the review is completed.
- 4) Sign below and return one copy with necessary attachments within 30 days of this notice to Annandale Archives, Boyers, PA 16020. This response is to be made even though no delays of destruction are being requested

ADVISE ARCHIVES AT ONCE OF ITEMS ON THESE LISTS THAT ARE NOT YOURS SO THAT ARCHIVES CAN FORWARD THEM TO THE PROPER PARTY.

Date Of Notice _____

SUPERVISOR, ARCHIVES

Supervisor, Annandale Archives
Boyers, PA 16020

(Place x in applicable square and forward with copy of list before December 30)

- ☐ To the best of our knowledge no Law or Tax "Holds" apply to the boxes listed.
- ☐ Boxes have been circled for Law and Tax "Holds" furnished us, and appear on the following pages.
- ☐ A letter of request for correction in date of destruction of certain boxes is attached in line with instruction 2 above.
- ☐ A letter of request for a destruction delay until the date specified and for reasons indicated is attached in line with instruction 3 above.

DATE OF REPLY _____

NAME AND TITLE OF DEPT. OR DIVISION SUPERVISOR _____

NOTE. PLEASE TYPE OR PRINT NAME AND TITLE BELOW SIGNATURE.

RECORDS MANAGEMENT PROGRAMA. Current Status

1. The Records Management Procedure was updated and reissued to 231 recipients. The overall responsibility for coordinating the development and maintenance of this Corporation Program was transferred to the USX Law Department effective 1/1/91. It was requested that Departmental Records Management Representatives be designated for all headquarters and operating functions/locations to serve as contacts for their responsibility areas.
2. Initially, sixty-six representatives were named. Letters were sent to the Departmental Records Management Representatives (DRMR) requesting information such as which Retention Schedule was being followed (Departmental or Master), procedure compliance status, use of local procedures, etc.
3. Responses were received from all designated representatives. It was, however, learned that at plant and mining locations the Accounting Department DRMR's assumed only the responsibility for Accounting records. It became apparent that Production, Quality Assurance, Personnel, Engineering, Environmental, etc., representatives were needed to attain

comprehensive Program coverage. As a result of meetings and contacts with plant/mining representatives, an additional ⁸⁹~~74~~ DRMR's were assigned. This includes Gary, South, Mon Valley, Clairton, Minnesota Ore, Fairless, and Fairfield. This makes a total of ~~140~~¹⁵⁵ DRMR's associated with the Program.

4. As of this date, all the above facilities ~~(excluding Minnesota Ore)~~ have been visited, the Records Program reviewed, and individual records retention problems and status identified. Requests have been received for changes/updates to the Master Retention Schedules. Additional requests have also been received for assistance in initiating retention programs where none exist at present.
5. The need for disposition of records remaining at closed facilities was discovered (Homestead, Joliet, Duluth). Adherence to the Corporate plant closing instructions procedure were not followed in these and possibly other unknown situations in the past. Homestead and Joliet records have either been sent to Annandale or destroyed.
6. Prior to the update and reissuance of the Records Management Procedure, at least 60 recommended or requested changes to existing schedules must be approved by the Retention Committee (Audit, Tax, Law, Records Management). New retention schedules for Quality Assurance and Environmental areas (probably 30

record classes) require review and approval.

7. The processing of Annual Destruction Notices was revised and the development of "HOLDS" requests was emphasized through contact with the Law Department and Archives. The flow of records destruction deferment requests was redirected through the Records Retention Administrator instead of being submitted directly to the Archives.

B. Future Plans/Objectives

1. Review and secure committee approval of recommended changes, deletions, and additions to the Master Records Retention Schedule.
2. Publish the updated Master Records Retention Schedule and pertinent procedure revisions (as required).
3. Assist individual DRMR's who are not currently in compliance with the Records Management Policy/Program. Work with those who either have not previously had a formal program and need to develop one for their area, or whose program encompasses unapproved retention practices or schedules.
4. In those cases where a Departmental Records Retention Schedule is necessary (i.e., Carnegie Natural Gas), review and verify that the appropriate schedule is being followed.
5. Ensure that continuity of designated DRMR's is maintained as a result of employee turnover or departmental reorganization.

6. Check on shutdown, sale, etc. of facilities to prevent another Joliet occurrence with regard to the problem of abandoned records.
7. Emphasize the development of required "HOLDS" by our department's attorneys.
8. Continue the awareness and education program for the DRMR's and their associates. The videotape "Buried Alive" can be used in this context.
9. Monitor compliance with the Corporate Policy and approved records retention schedules by Annandale Archives personnel.

J. S. Fusko

January 15, 1992

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