



RECORDS MANAGEMENT BULLETIN

PLAINTIFF'S EXHIBIT

SH-1817

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CORPORATE RECORDS
DOCUMENTS TO BE PRESERVED FOR LITIGATION -
HEAD OFFICE LEGAL REQUIREMENTS

The September 30, 1985 instructions on records preservation by the Vice President and General Counsel Head Office Legal have been updated. The attached memorandum, dated July 18, 1989, from the Assistant General Counsel - Litigation, Head Office Legal, describes the categories of records that must be retained for Legal litigation beyond their normal authorized retention periods.

Preservation of records beyond normal retention requirements for litigation purpose is a temporary exception to the official Retention Schedule(s). A Schedule is not revised or altered to reflect litigation requirements. It is the administration of the Schedule which is affected.

The Shell attorney handling a matter in litigation or threatened litigation is responsible for notifying Shell's business organizations to preserve relevant records. Similarly, when the lawsuit is resolved, the attorney should advise these functions that the need for preservation beyond normal requirements has ended.

The name of the case for which the documents are responsive and the name of the attorney or legal technician handling the litigation have been provided at the end of each document category. Any questions about which records must be retained should be directed to the named person.

Attachment

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