

VICTOR DIVISIONS • CHICAGO, ILLINOIS
REPLY TO • P.O. BOX 1333 • CHICAGO, ILLINOIS 60690



DANA CORPORATION

May 29, 1968

GENERAL ANNOUNCEMENT

To: All Supervision

Effective June 1, 1968, Bob Collis and the Office Services Department are transferred to the Chicago Gasket Plant under the direction of Harold North.

Department 584 becomes 284 as of this date and the expense control account changes from 575 to 525. Data Processing should alter "home department" on all Office Service personnel without the need of individual status notices.

All responsibilities of Mr. Collis and his people continue on as in the past.

Warren R. Wille

WRW/cl

VPD-61-0001049

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