



DANA CORPORATION

Victor Divisions - Chicago

INTRA-COMPANY COMMUNICATION

SUBJECT Move Of Soft Gasket Files To Robinson

DATE February 1, 1968

TO

W. J. Sheehan ✓
J. R. Derpack
H. E. Dehr

Len Smagatz is going to work some of his personnel on Saturdays during February, to prepare all Soft Packing files for shipment to Robinson. We want to do it this way so that we do not interfere with this project during the regular work day.

When the last of these files go, at the end of February, we will be limited in our ability to estimate new Soft Packing items. The total cost estimating function should be assumed by Plant 4 personnel as soon as practical after this date.

D. R. Tarne

rb

Attach.

VPD-91-0001268

DANA-113

TO: D. R. Tarne

January 31, 1968

FROM: L. Smagatz

SUBJECT: TRANSFER OF SOFT GASKET FILES TO ROBINSON.

The planned date for completion of the moving of the History Folders and Gasket Record Cards will be February 23, 1968.

On Saturday, February 3, 1968 a crew of four will work for five hours. This will ready the majority of the "RD" numbers for transfer to Robinson. These will be sent to Robinson the next week. The group will also work on Saturday, February 10, 1968 and attempt to complete the segregation of soft packing items. These folders and record cards will be sent to Plant #4 the next week.

The Tool Cards will be pulled during regular working hours by department personnel.

There will be a short period of time after the transition where we will be doing some of the soft gasket work. This will enable Plant #4 to ready their forces.

L. Smagatz

/nh