PLAINTIFF'S EXHIBIT

USX-1238

TO THE COORDINATING COMMITTEE:

At a meeting held April 6, 1951, the Executive Committee passed the following resolution:

> RESOLVED: That a committee to be known as the "Filing Committee" be, and the same hereby is, created for the purpose of investigating and recommending action with respect to procedures relating to, and the retention and disposal of, the records of this Company and the microfilming of important records for security and other purposes, and the correlation of such procedures with those of the Associated Companies, with the following membership:
>
> [Present membership is given below]

A. L. Mulling, Chairman	-	Law
H. F. van Gorder, Vice Chairman	-	Accounting-Methods Planning
R. F. Ames	-	Purchasing
W. J. Bates	-	Commercial
A. J. Bokma	-	Accounting-Procedure
John Ferrero	-	Industrial Relations
G. W. Neill	-	Engineering
Betty D. Norris	-	Traffic
A. E. Reilly	-	Operating
Catherine L. Stauffer	-	Commercial

The foregoing resolution empowered the Committee to investigate and recommend action with respect to the designated subjects. Since all members of the Committee were from Central Operations, it has been difficult to ascertain conditions existing in the various Divisions and Associated Subsidiaries other than Central Operations.

The present Committee does not have power to establish policies but rather to recommend action. Its recommendations have been considered to be advisory in nature. It is believed that a committee with power to establish policies in connection with records administration is desirable in order to insure uniformity of treatment and procedure. The present Committee did achieve results by means of its investigative and recommending powers. However, it is believed that an over-all committee with administrative in addition to merely advisory powers is now desirable in order to establish control over and responsibility for the administration of records.

It is proposed that the new committee include representation from each of the steel producing Divisions in order that the problems of the various Divisions may be more readily ascertained and dealt with.

It is recommendation of the Filing Committee, pursuant to action taken at a meeting held on March 18, 21, 1955, that a new committee with the name "Records Administration Committee" and sub-committees thereto be created. Suggested form of resolution for adoption by the Executive Policy Committee, if the proposal is approved, is hereto attached.

March 21, 1955

FILING COMMITTEE

By A. L. Mulling

A. L. Mulling, Chairman

RESOLVED: I. That a committee to be known as the "Records Administration Committee" for this corporation, its Divisions and Associated Subsidiaries be, and the same hereby is, created for the purpose of establishing and administering policies with respect to:

(a) Procedures and methods for filing, retention, protection and disposition of records;

(b) Security of important documents for reconstruction of balance sheet;

(c) The utilization of microfilm and other reproductive processes; and

(d) Utilization of Annandale Archives and other records storage areas,

with the following membership:

S. B. Kingham, Chairman
Representative of Commercial-Central Operations
Representative of Operating-Central Operations
Representative of Engineering and Raw Materials-Central Operations
H. T. Blake
A. E. Dieckman
V. W. Kraetsch
A. L. Mulling
L. W. Roe
H. M. Snook
H. F. van Gorder
J. J. Simica, Secretary (non-member);

II. That in each of the Divisions and Associated Subsidiaries there be established a Records Administration Subcommittee, the membership and secretary of which shall be designated by the President of the Division or Associated Company, who shall designate as Chairman of the Subcommittee the Chief Accounting Officer of the Division or Company or the latter's designee.

III. That the name of the present Filing Committee be, and it hereby is, changed to "Records Administration Subcommittee - Central Operations."

RESOLVED: I. That a committee to be known as the "Records Retention Policy Committee" for this corporation, its Divisions and Associated Subsidiaries be, and the same hereby is, created for the purpose of establishing and insuring compliance with policies with respect to:

(a) Procedures and methods for filing, retention, protection and disposition of records;

(b) Security of important documents for reconstruction of balance sheet;

(c) The utilization of microfilm and other reproductive processes; and

(d) Utilization of Annandale Archives and other records storage areas;

with the following membership:

S. B. Kingham, Chairman	- Accounting
H. F. van Gorder, Vice Chairman	- Accounting
_____	- Commercial
_____	- Operating
_____	- Engineering and Raw Materials
A. E. Dieckman	- Accounting
A. L. Mulling	- Law

(plus the chairmen of the committees of the four steel producing Divisions provided for in subdivision II hereof)

J. J. Simica, Secretary (non-member);

II. That in each of the Divisions and Associated Subsidiaries there be established a "Records Retention Committee," the membership, Chairman, Vice Chairman and Secretary of which shall be designated by the President of the Division or Associated Company.

III. That the name of the present Filing Committee be, and it hereby is, changed to "Records Retention Committee - Central Operations."