

To:

15 ADDRESSEES

Date: 7-23-92

Subject: Mine Storage Review

Response Due Date: August 21, 1992

Just over a year ago, a letter was sent to thirty nine (39) custodians of Glass Group records stored at the Records Storage Center in Boyers, PA. The letter included a Mine Inventory Listing showing boxes assigned to each custodian. Addressees were asked to review the destruction date for each box and compare it to the appropriate retention period appearing in the Records Retention Manual. Here are the results of that effort for the Glass Group:

Total Boxes on 5-22-91 <u>Listing</u>	<u>Results of 6-5-91 Letter</u>		
	<u>No</u> <u>Response</u>	<u>Response</u> <u>Received</u>	<u>Boxes</u> <u>Destroyed</u>
5,511	1,103	4,408	2,270

Rather than repeating the entire process again this year, we are focusing our efforts on the non-respondents to last year's letter. Our records indicate that we did not receive a response from your organization last year.

The attached Record Storage Center - Mine Inventory Listing shows boxes sent to the mine for storage by you or another associate in your organization covering department(s) _____.

You will notice that each box has a "DESTROY DATE" which is supposed to agree with a retention period listed in the Records Retention Manual. Remember, if the record you are storing is not specifically mentioned in the Manual, the default is "the shortest practical period to meet a department's business need, but in no event longer than three years."

As custodian of the boxes shown on the attached Listing, you are asked to review the destruction date for each box to verify that it agrees with the Manual. If it does not agree, pencil in the proper destruction date or indicate "destroy immediately." Also, in the blank space between the "BOX" and "LOC" columns, indicate the page number from the Manual used to schedule each box for destruction. If it is a default item, write "default" in the space. Call the writer if you do not have direct access to the June 1989, Records Retention Manual.

If it is unclear from the description as to what is stored in the boxes, you may need to look at your copy of the storage label to see if there are any further details. If there are only a few boxes in question, call Leonard Kellerman at the mine on 794-8355 and ask him to identify the contents for you. If you have many boxes in question, you should make arrangements with Leonard to visit the mine to review their contents.

Please sign and return your completed Listing to the writer by August 21, 1992. Call the writer if you need more time due to the sheer volume of boxes on your Listing.

Thank you for your timely response.



D. C. Drummond
Manager, Financial Accounting & Controls
3813

DCD/dy

Attachment (addressee only)

cc: L. K. Kellerman
D. W. Kiener
J. E. Kuzemchak
J. M. Moelich

BA 198