

Monsanto

FROM NAME & LOCATION

W. W. Latimer - Texas City

PLAINTIFF'S EXHIBIT

MON-2797

DATE

May 19, 1978

cc: P. E. Brubaker
S. Reznicek
L. Schwab
R. C. Williams
File

SUBJECT

Records Retention Compliance

REFERENCE

TO

G. W. Bostick
J. E. Clark
G. A. Danner
G. W. Daues
W. C. Fuller
W. G. Juhl
R. Martini
C. M. McCullough
A. D. McKee
G. T. Ryan
J. G. Trafton
D. W. METTEN
J. BOLDING

H. F. Adams
R. W. Arnold
D. L. Christensen
✓ J. A. Glass
W. E. Smith

May 23, 1978

Please follow these guidelines in updating files and records and let me know by June 9 that the audit of your section has been completed. A copy of the 1978 Records Management Manual will be sent to you when the supply is received from St. Louis.

J.E.Clark

Please have your department review all files and records to insure that we are in compliance with the 1978 Monsanto Records Management Manual (copy attached). The attached letter from E. N. Brasfield outlines the MCI requirements for certification. There is little change in the program from last year. Basically, you should do the following:

1. Have all files and records in your department audited in compliance with the requirements in the 1978 Records Management Manual. Extra copies of the manual are available from Central Files. Sue Reznicek (ext. 2711) can answer any question regarding compliance.
2. Review the attached Dead Storage Records Center forms for your department to insure that your dead storage records comply with the requirements. Please sign these forms (if destruction is in order) and return to Sue Reznicek (OA-1) by June 1, 1978 so that dead storage records can be processed.
3. Have all records destroyed as necessary to insure compliance. Confidential material can be placed in the yellow "Confidential" dumpster for destruction. R. C. Williams (ext. 2239) can have large boxes and material moved as required. Material that is not confidential can be disposed

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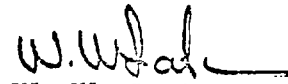
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May 19, 1978

of in the normal trash system (waste cans and dumpsters). Large binders and heavy objects present a problem for the grinder used for destruction of confidential material. Therefore, these items should not be placed in the confidential system.

4. Complete the attached compliance form and return to me by June 12, 1978 so that P. E. Brubaker can certify compliance as required.


W. W. Latimer

:bks _
attachments

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Monsanto

FROM
(NAME-LOCATION-PHONE) Earl N. Brasfield--G4NE (4-8707)

DATE : May 11, 1978 cc. C. Downing
R. W. Flint

SUBJECT : Records Retention Compliance

REFERENCE :

TO : Messrs.

P. E. Brubaker--1890	H. C. Carder
G. E. Davenport--1200	P. Gupton--1890
G. F. Knollmeyer--1760	C. Jackson--1890
J. W. Molloy--1740	J. R. Kellogg--CS4F
B. L. Tilford--1090	J. F. Thompson
	J. M. Tissue--1215
	J. M. Wagner--G4EE

Attached is the 1978 Monsanto Records Management Manual to be used in the 1978 Records audit. This audit is to be accomplished by the end of the second quarter.

The procedure requires Mr. Reese to certify that any records retained in MCI comply with the retention time specified in the manual. To accomplish this, will each of you please:

1. Make the necessary arrangements for the audit of records at your location/depart-
ment.
2. Confirm in a letter to me that your unit
is in compliance by June 15, 1978.

Copies of this manual will be available through Office Supplies.

Earl N. Brasfield
Earl N. Brasfield

bo

Attachment

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75 books ordered 5/16

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Monsanto

FROM: NAME & LOCATION

DATE

cc P. E. Brubaker

SUBJECT

Compliance to
Record Retention Policy

REFERENCE

TO : W. W. Latimer

The special audit of all records within our department has been completed.

As a result of this audit, we have destroyed _____ (number) boxes of records in compliance with the Corporate Records Retention Policy.

All remaining records conform to the Records Management Manual.

Certified by:

Department Head

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