PLAINTIFF'S EXHIBIT
MON-2794

June 13, 1979

RECORDS RETENTION-PERSONNEL
MEDICAL AND CONFIRMING RECORD SOURCES

SC 11394

TO Plant Managers
Dirs. Personnel and Plant Personnel Supts.
Plant Physicians
Acct. & Control Supts.
Corp. Employee Benefits Dirs. & Mgrs.

Requirements for retention of current and past medical and personnel records needed for occupational health and epidemiology research and surveillance are clearly defined in the Records Management Manual.

What is not as clearly defined are the requirements for retaining a whole group of related plant and corporate record sources which may be invaluable in verifying the completeness or filling in voids in the names or job assignments of former employees missing from the personnel or medical records. Many in the plants are already aware of the valuable nature of these records, and have retained them beyond previous record retention requirements.

This is a reminder that all such records still-in-hand be retained until they have been fully utilized in building our MEHI retrospective data base and released by DMEH. All current and old files of the following nature will be retained:

1) Personnel Records

   a) Records containing work history information

      ex. Work history cards, plant or departmental seniority lists, personnel logs or registers.

   b) Records containing plant census information

      ex. Clock number logs.

   c) Records of transferred personnel

2) Payroll and Accounting Records

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   a) Records containing plant census information

      ex. Annual earnings reports, W2 forms, Govt. 941 forms, state unemployment compensation reports

   b) Reports of additions and deletions from the payroll

      ex. Hiring slips, manpower reports

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3) Medical, Safety and Industrial Records

a) Medical records

b) Safety Files with records of unusual accidents or spills causing excessive exposure or health problems; injury reports.

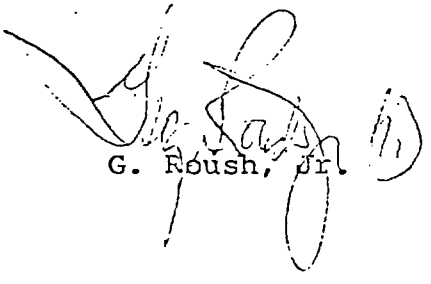
c) Workmen's Compensation Claims

d) Records from litigation cases dealing with occupational injuries.

e) Environmental survey reports, including records of industrial hygiene measurements.

f) Medical benefit insurance claims, including death certificates.

g) Historical records of plant products and department number.



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