

Record Retention QAT Meeting
March 23, 1992, 2:00 p.m.
Meeting Notes

Present

Betty Beestrice - Harmarville
Mike Brown - Monroeville
Chuck Edge - Harmarville
Lawrence Kreuer - Allison Park

Eileen Holste - O'Hara Township
Don Peshek - Springdale R & D
John Luffe - General Office

Lawrence Kreuer opened the meeting and gave his version of a "Mission Statement" to the group in order to revise Section 10 of the Retention Manual. Each participant was then given the opportunity to state their own version, and modifications to Lawrence's original were made when consensus was reached. The final statement agreed to is as follows:

1. Ensure both Research and Technical records are retained no longer or shorter than necessary.
2. The section to be complete and understandable by the user.
3. The retention times be consistent between groups and other sections of the manual.

It was mentioned that retrieval is not part of the scope of this team and each group should work out their own system.

Attention was then turned to Section 10 of the manual. After some discussion, it was decided to pick out those items that are common to all groups. Those items that were unclear, no longer pertinent, redundant, etc. were either modified, dropped, or merged into another record group. The final list was as follows:

1. Notebooks, Research Data Books, Lab Note Books (day to day Technical testing results) - L. Kreuer to define
2. Analytical Reports - E. Holste to define
3. MOI's (Memorandum of Invention) - M. Brown to define
4. Project Reports (all types) - C. Edge to define
5. Other Reports (Non-project reports) - B. Beestrice to define
6. Procedures of analysis - general procedures, standards and guides of analysis and testing.
7. Product formulae and specifications
8. Technology Exchange

List of Subjects Not Included in Record Retention Manual

1. PPG Test Methods
2. Outside Test Methods
3. Technical Data Bulletins & Correspondence
4. UPC Data Base
5. Federal Specifications
6. Label, Current and Historical
7. Paint System Specifications
8. Training Information
9. Complaint Files
10. USDA Acceptance Files
11. Customer Files
12. VOC Files
13. Product Line Files
14. Private Label Data Files
15. Code Assignment Records & Indexes
16. Raw Material Code Books & Raw Material Data (Supplier)
17. Subject Files (eg water vapor transmission)
18. Monthly Summaries
19. Color Formula Books, Color Charts, Color Decks, Color Standard Files, Colorant Calibrations
20. Dealers, Competitors & Competitive Offsets Data Files
21. Product Release Files
22. Product Reports
23. Exposure Panels & Reports
24. Product Development Program Correspondence
25. Product Test Methods Computer Files
26. EPA Forms
27. PS Mail