



INTER-ORGANIZATION MEMO

TO: *[Signature]*

ATTENTION:

FROM: CORPORATE RECORDS ADMINISTRATOR

DATE: December 3, 1979

SUBJECT: Vinyl Chloride Exposure Records

Attached is a copy of the Records Retention Schedule for those plants and areas where there is potential employee exposure to vinyl chloride monomers.

Please sign and date the Compliance Statement on the schedule, indicating that your records are being retained in accordance with policy, and return the schedule to Corporate Records Adm. by February 15, 1980.

Any questions on OSHA - vinyl chloride record keeping should be directed to Bob Laundrie, Chemical Administration, Akron.

Jan Harr
Jan Harr
Corporate Records Administrator

/jh

Attachment

GENC 19217

cc: J. M. Leyden
R. W. Laundrie, ✓

FORM 1-6 BOND

"BETTER Service Is Our Business"

CONFIDENTIAL X-2009 9-75 200

RECORDS RETENTION SCHEDULE

RETURN:

COMPANY OR DIVISION		LOCATION-OFFICE, PLANT, DISTRICT, STORE, ETC.		DEPARTMENT		RECORD KEEPING		EFF. DATE: 4-1-75		PAGE 1 of 1	
C/P		See Below *		VINYL CHLORIDE EXPOSURE		SUPERSEDES: None					
ITEM NO.	RECORD SERIES TITLE	FORM NO.	RETENTION PERIOD		OFFICE OF RECORD		TOT. YRS.	SPECIAL INSTRUCTIONS			
			OFFICE	CENTER	CO./DIV. AND DEPARTMENT						
1	Monitoring and Measuring Records for the Detection of Vinyl Chloride Monomers within the Plant.						30Y+C				
2	Authorized Personnel Rosters for Employees who W rk in a "Regulated Area" at any time.						30Y+C				
3	Record of Independent Contractors, Employees, Etc. who Enter a "Regulated Area" at any time.						30Y+C				
4	Medical Records of employees exposed to Vinyl Chloride Monomers.						T+20Y or 30Y whichever is longer				
THE RECORDS MAINTAINED BY THIS DEPARTMENT WERE REVIEWED ON ____/____/____. ALL RECORDS DATED BEYOND THEIR RETENTION PERIODS HAVE BEEN DESTROYED. NEW RECORD SERIES NOW BEING FILED HAVE BEEN ADDED TO THIS SCHEDULE AND THOSE NO LONGER BEING FILED HAVE BEEN DELETED. SIGNATURE _____ TITLE _____ This will not be required of Plants Remaining Below The "Action Level" of Vinyl Chloride Monomers											
* Includes all Vinyl Product Fabricating Plants, all Industrial Product Plants using PVC and Plants Producing PVC.											