

Mr. Howard B. Barr, Director
Memberships and Contributions
U.S. Steel Foundation

November 27, 1964

G. M. Timmis, Supervisor
of Archives

Retention of Files.

Thank you for your letter of November 23, 1964, Subject - "Retention of Files". With reference to same, we wish to make the following comments:

It is not our policy or our intentions to destroy any records prematurely. However, it is our responsibility to notify the applicable departments of the expiration of retention periods, each year end. Only those departments having records in storage and on which the retention period has expired will be notified. The destruction date is listed on an Archives Record History Card after having first been transferred from the duplicate copy of the existing box label.

Please note attachment - copies of correspondence. You will note the Archives had specific authority to destroy those records mentioned in the second paragraph of your letter.

Please bear in mind that no boxed records - other than microfilm (daily) and daily paper records are destroyed without first sending out a notice and subsequently receiving the signed authorization to destroy same.

Instructions contained in your letter, third paragraph, will be initiated by this department.

Your anxiety and also your interest in this matter is appreciated. Records from your department will be protected by the same degree of efficiency as are all other records in Archives storage.

G. M. Timmis
Supervisor of Archives

GMT/hes

Attachments

UNITED STATES STEEL FOUNDATION, INC.
(Consent to destroy must be obtained
in writing from the Executive

PLAINTIFF'S EXHIBIT

USX-1226

11-30 JH OK
Notes & Return
to me.
T.

UNITED STATES STEEL CORPORATION

TO Mr. G. M. Timmis
Supervisor of Files
PGAAN

DATE November 23, 1964 *From 4928*

FROM Howard B. Barr, Director
Memberships and Contributions

SUBJECT Retention of Files

With reference to your recent conversation with my office and your request that I put in writing the requirements for the retention of files now in your possession, I wish to make several comments.

Files were shipped to Annandale in prior years whose retention dates are still in effect, but recently when requesting files my office was informed that they have been destroyed. A shipment of seven boxes was received at the Annandale Archives on August 21, 1956, and a 15 year retention date was plainly marked on each box label. Another shipment was received on July 31, 1957, and the retention date was listed on each box label for 10 years. It is most unfortunate that these boxes have since been destroyed.

Because the retention dates were not observed, I wish to formally request that all files on the attached listings be retained until written consent for their destruction is obtained from both the Director, Memberships and Contributions of the United States Steel Corporation, and the Executive Director of the United States Steel Foundation, Inc. For this reason I am sending herewith a stamp which should be used on each and every box indicated on the attached listings and then return the stamp to my office. Henceforth every box leaving this responsibility will bear this stamp.

I would appreciate receiving a copy of the form indicating the signature of the person who authorized the destruction of the above mentioned files so that I may in turn direct a copy of this correspondence to him.

I cannot emphasize enough the importance of having all retention dates strictly adhered to.

Attachments

*Completed 11/27/64
G. M. Timmis*

UNITED STATES STEEL FOUNDATION, INC.
(Consent to destroy must be obtained
in writing from the Executive
Director)

FILES	BOX NO.	ROOM	SHELF	SECTION
A TO Z Files - A Thru AN	1✓	17	5	153
A TO Z Files - BE to CO	2✓	17	5	153
A TO Z Files - DE to I	3✓	17	5	153
A TO Z Files - JO Thru NATIONAL MU	4✓	17	5	153
A TO Z Files - NATIONAL RE Thru S Miscel.	5✓	17	5	153
A TO Z Files - SEWICKLEY VALLEY TO Z	6✓	17	5	153
→ AID TO EDUCATION - [General - 1956 to BUDGETS - General - 1956]	17✓	17	10	32
BUDGETS - General - 1955 to COMMUNITY CHEST - Check Distribution	18✓	17	10	32
COMMUNITY CHEST - Check Distribution to REPORTS - General - 1957	19✓	17	10	32
A TO Z Files - American Assoc. to American Pol - 1956 - 1958	6✓	16	4	195
A TO Z Files - American RED to B Miscell. - 1956 - 1958	7✓	16	4	195
A TO Z Files - BOA to CH Miscell. - 1956-1958	8✓	16	4	195
A TO Z Files - CHI to CO Miscell. 1956-1958	9✓	16	4	195
A TO Z Files - DA to FR Miscell. 1956-1958	10✓	16	4	195
A TO Z Files - GA to I Miscell. 1956-1958	11✓	16	4	195
A TO Z Files - JA to Mc Miscell. 1956-1958	12✓	16	4	195
A TO Z Files - ME to NATIONAL ED 1956-1958	13✓	16	4	195
A TO Z Files - NATIONAL FOU to NO Miscell. 1956-1958	14✓	16	4	195
A TO Z Files - OB to POL 1956-1958	15✓	16	4	195
A TO Z Files - POR to SCI 1956-1958	16✓	16	4	195
A TO Z Files - SCIENTISTS to T Miscell. 1956-1958	17✓	16	4	195

* - 1953-1959 & Budgets & Finance - 1956-1958

<u>FILES</u>	<u>BOX NO.</u>	<u>ROOM</u>	<u>SHELF</u>	<u>SECTION</u>
A TO Z Files - TRA to WI Miscell. 1956-1958	18✓	16	4	195
A TO Z Files and SUBJECT FILES - WO to AID-TO-EDUCATION-Fellowships-General-1957	19✓	16	4	195
SUBJECT FILES - AID-TO-EDUCATION-Fellowships-General 1954-1956 TO AID-TO-EDUCATION - Publications-Association of Am. Colleges-Commission on Col. & Industry	20✓	16	4	195
SUBJECT FILES - AID-TO-EDUCATION-Publications-Council for Financial Aid to Education TO BUDGETS-General-1959 (UCO, Div., Subsidiaries)	21✓	16	4	195
SUBJECT FILES - BUDGETS-General-1959 TO COMMUNITY CHEST-Workpapers- 1959-60	22✓	16	4	195
SUBJECT FILES - CONFERENCES-General-1958 TO PUBLICATIONS- National Budget Committee-1958-9	23✓	16	4	195
SUBJECT FILES - PUBLICATIONS-National Industrial Conference Board, Inc.-1958, 1959 TO SPEECHES-General-1959	24✓	16	4	195
A TO Z Files - American Academy of Arts and Sciences to American Library Association - 1959-1961	5✓	15	1	689
A TO Z Files - American Management Association to American Miscellaneous - 1959-1961	6✓	15	1	689
A TO Z Files - Abilene Christian College to Association of College & Research Libraries - 1959-1961	7✓	15	1	689
A TO Z Files - Association of County Controllers of Pennsylvania to Bi Miscellaneous - 1959-1961	8✓	15	1	689
A TO Z Files - Bradley University to Chicago, University of - 1959-1961	9✓	15	1	689
A TO Z Files - Children's Hospital Medical Center to Correspondent Fund - Overseas Press - 1959-1961	10✓	15	1	689
A TO Z Files - Council for Advancement of Secondary Education to Do Miscellaneous - 1959-1961	11✓	15	1	689

<u>FILES</u>	<u>BOX NO.</u>	<u>ROOM</u>	<u>SHELF</u>	<u>SECTION</u>
A TO Z Files - Eastern Baptist College to Fo Miscellaneous-1959-61	12✓	15	1	689
A TO Z Files - Franklin Institute to Gr Miscellaneous - 1959-1961	13✓	15	1	689
A TO Z Files - Hadley School for the Blind to Ho Miscellaneous - 1959-1961	14✓	15	1	689
A TO Z Files - Illinois College (Jacksonville, Ill.) to Joint Council on Economic Education-Miscellaneous-1959-61	15✓	15	1	689
A TO Z Files - Juniata College to Mary Baldwin College-1959-61	16✓	15	1	689
A TO Z Files - Massachusetts Institute of Technology to N Miscellaneous - 1959-1961	17✓	15	1	689
A TO Z Files - National Better Business Bureau to National Industrial Conference Board - Seminar Papers-1959-61	18✓	15	1	689
A TO Z Files - National Industrial Conference Board - Council of Executives on Company Contribs. to P Miscellaneous 1959-1961	19✓	15	1	689
A TO Z Files - Nebraska Independent College Foundation to National Association for Practical Nurse Education-1959-61	20✓	15	1	689
A TO Z Files - Penn-Ohio University to P1 Miscellaneous-1959-1961	21✓	15	1	689
A TO Z Files - Pratt Institute to St. Elizabeth Hospital-1959-1961	22✓	15	1	689
A TO Z Files - St. Francis College, Brooklyn, New York to Se Miscellaneous - 1959-1961	23✓	15	1	689
A TO Z Files - Simmons College to Television - Council on Medical Television - 1959-1961	24✓	15	1	689
A TO Z Files - Television - Educational Station KQED (Bay Area) to Un Miscellaneous - 1959-1961	25✓	15	1	689
A TO Z Files - Utah Citizens Rate Association to W1 Miscellaneous 1959-1961	26✓	15	1	689
A TO Z Files - Woman's Christian Association Hospital, New York, Jamestown, to Z Miscellaneous	27✓	15	1	689

<u>FILES</u>	<u>BOX NO.</u>	<u>ROOM</u>	<u>SHELF</u>	<u>SECTION</u>
SUBJECT FILES - AID-TO-EDUCATION - General - 1962 to AID-TO-EDUCATION- Recruiting - 1959-1962	33 ✓	17	2	115
SUBJECT FILES - AID-TO-EDUCATION-Testing Services to BUDGETS - General - 1962	34 ✓	17	2	115
SUBJECT FILES - BUDGETS - General - 1961 - to SOCIAL WELFARE Chest/Funds - Check Distribution-1960-61 - 1959-62	35 ✓	17	2	115
SUBJECT FILES - SOCIAL WELFARE - Chest/Funds-Locations-1962-3 to SPEECHES P. W. Kearney-1954-1958 - 1954-63	36 ✓	17	2	115