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United States Steel Corporation

525 William Penn. Place

Pittsburgh 30, Pa.

R. CONRAD COOPER
VICE PRESIDENT
INDUSTRIAL ENGINEERING



March 29, 1955

Mr. George W. Rooney, Chairman
Coordinating Committee
3820 W. P.

Dear Mr. Rooney:

RECORD RETENTION POLICY COMMITTEE

The memorandum of the Coordinating Committee meeting of March 21, 22, 1955, states:

"The Committee reviewed, amended, and approved a proposal of the Filing Committee to recommend Executive Policy Committee establishment of an over-all U. S. Steel Record Retention Policy Committee and a counterpart Record Retention Committee in each General Operating Division and Associated Subsidiary.

"Understanding was reached that upon receipt of the revised draft of proposed resolution, request will be made of the Coordinating Committee Chairman to present such recommendation to the Executive Policy Committee."

In this connection, we are in receipt of revised draft of the proposed resolution, copy of which is attached. If this meets with your approval, we trust you will present it to the Executive Policy Committee.

Yours very truly,

R. Conrad Cooper, Vice Chairman
Coordinating Committee

CC: R. M. Braund
J. E. Butler
B. S. Chapple, Jr.
S. M. Jenks
S. B. Kingham
L. L. Lewis
W. F. McConnor
John Pugsley
G. M. Thursby
J. L. Young

PLAINTIFF'S EXHIBIT

USX-1239