

TGG *100 1000 1000* RF
XF: _____

May 8, 1989

VISTA

Mr. Terry Thoem
Conoco Inc.
P.O. Box 2197
Houston, TX 77252

Dear Terry:

This letter is to summarize our conversation regarding records in Vista's custody that are defined by the APA as being owned by Conoco. Our goal is to determine the most efficient way to determine what should be done with large volumes of records.

In general, we believe that in each instance, the most detailed information available on the content of subject records would be given to you for review. You would then review this content and notify us in writing what should be done with the records. In most cases this would be, destroy them, or, send them to a Conoco site for retention.

If the above is acceptable, let me know and we will proceed to institute this process.

As to the Oklahoma City records, it was decided you would call Harry Garrison, Plant Manager, to review the contents of their "gaylords" and notify us as to what should be done by the end of week.

Sincerely,

Thomas G. Grumbles
Thomas G. Grumbles, C.I.H.
Environmental Quality Manager

dlj

bcc: W. L. McClain

VVV 000000079