Blank copy (address)

Law Department

PLAINTIFF'S EXHIBIT

USX-1243

February 17, 1993

USX

Subject: Application for Transfer of Records to Archives

Corporate Records Management Procedure A950, Section II Paragraph D.1.d., states that an approved "Application for Transfer of Records to Archives" (Exhibit E) shall be valid for a period of 5 years, at which time reapplication will be required.

Enclosed, from our files, is a copy of your location/department's Application(s) whose approval date(s) exceeds the 5 year period specified by the procedure. Accordingly, it is necessary that you first review your current records descriptions and retention requirements, and then prepare and resubmit new Applications to Records Management for review and approval. The instructions for the completion of this form are detailed on Exhibit E in the A950 Procedure. A copy of Exhibit E and blank forms have been enclosed for your use.

Comprehensive changes have been made to the Master Records Retention Schedule (Appendix 1) effective 11/1/92, and your records retention requirements must now comply with this new Schedule, which is a major component of the Corporation's Records Management Policy. Accordingly, this request should be given your prompt attention. Let me know if you have not received or do not have access to either an updated A950 Procedure or a new Records Retention Schedule.

Please contact me as soon as possible if you feel that this request should be rerouted to another person or responsibility area for completion, or if your area is no longer submitting records to the Archives for storage. The target date for submittal of the completed Applications is April 21, 1993.

Questions may be directed to me at Steelcom 723-5391.

J S Fusko

J. S. Fusko
Records Retention Administrator
Room 1412

Enclosures

Law Department

USX

April 1, 1991

J. E. McGlaughlin
Staff Supervisor-
Corporate Financial Analysis-USX
Room 1312

Subject: Records Management Procedure - Records Retention Schedules

You were recently assigned the responsibility of Records Management Representative for your department or functional area. A copy of the USX Accounting Procedure A950 - "Records Management", issued December 31, 1990, is enclosed for your personal use in the event that you have not previously received one.

Of primary importance to determine or ensure compliance with this procedure are the Records Retention Schedules described in Section II.B and Appendix 1. If you are currently using a Departmental Records Retention Schedule as a replacement for (or as a supplement to) the Master Records Retention Schedule, submit a copy of the schedule, or indicate if you are referencing only the Master Retention Schedule in your Records Retention Program. Specify if neither condition currently applies in your situation, or if a local procedure is being followed instead. It is important that this information be submitted by April 15, 1991.

Questions may be directed to me at Steelcom 723-5391.

J. S. Fusko

J. S. (Steve) Fusko
Records Retention Administrator
USX Law Department
Room 1412

Enclosure

cc: D. A. Lynch

USX

TO: Holders of USX Accounting Procedures

FROM: N. W. Huston

DATE: December 31, 1990

SUBJECT: USX Accounting Procedure A950
Records Management

The subject procedure has been updated and is being reissued in its entirety, replacing the existing "Records Management Manual."

The updated procedure reflects current records retention and destruction practices, as well as Corporate organizational and procedural maintenance changes which have occurred since the last issuance of the "Records Management Manual." In general, Sections I, II and III (and related exhibits) present the scope, objectives, responsibility and detailed instructions on preparation of records for storage and transferring them to Annandale Archives. Appendix I presents the records retention periods for documents by major functional responsibility. (Note: Record retention periods in Appendix I have not been changed; however, a Retention Index No. has been added and is to be used on Exhibits B and E.)

The overall responsibility for coordinating the development and maintenance of the Corporation's Records Management program has been transferred to the USX Law Department effective January 1, 1991. Accordingly, any questions on this procedure should be directed to J. S. (Steve) Fusko, Records Retention Administrator, USX Law Department, (Steelcom 723-5391).

Those of you who are listed as a Records Management Representative in Exhibit A should designate one or more Departmental Records Management Representatives and provide their names to the Records Retention Administrator by January 31, 1991.

N W Huston

Director - Accounting
Research & Planning

Attachments

L-A950

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I. INTRODUCTION

A. Scope

1. This procedure represents the complete Records Management program of USX Corporation and applies to all records, including all reproductions, of all departments of USX, USDG and USS but excluding Marathon and TXO Principal Operating Units. It includes all records on paper, magnetic or optical media, microfilm and any other medium. It applies from the time of the creation of a record through every stage of its development and use until its ultimate destruction.

2. This procedure supersedes all previous expressions on the subject whether expressed in policy or in procedure form.

3. This procedure has been designed to enable the reader to reference a particular Section or paragraph and obtain adequate detail on the Records Management requirements affecting his/her area of responsibility.

B. Objectives

1. The objectives of this program are to provide an orderly plan and guidance:

   a. To provide protection and security for vital records.

   b. To enable use of efficient methods for quick, accurate filing and finding of records.

   c. To provide for proper utilization of record storage facilities.

   d. To insure that records are not left to accumulate longer than needed to meet operational and legal requirements.

   e. To insure appropriate and timely destruction of outdated records.

   f. To control records involved in litigation and tax settlement.

2. Properly applied this activity will reflect itself in the reduction of clerical and administrative time, of office and storage space, and filing equipment. It will preserve records in line with their respective and established needs, and discard records promptly after they have served their intended purpose.

I. INTRODUCTION (Continued)

C. Administrative Responsibility

1. The program expressed in this procedure is based on basic policies originally developed by a special interdivisional task force in 1963. These policies, operative for some years in individual divisional programs, have thus been tested in experience, and are expressed as a central program in this procedure, rendering unnecessary individualized divisional re-expression. As of December 1, 1990, the program includes USX, USS, and USDG.

2. Responsibility for coordinating, developing and maintaining the Corporate program and guidelines for the Records Management function is assigned to the USX Law Department. The Records Retention Administrator (hereinafter referred to as "Records Management") is designated to coordinate this program with the Records Management Representatives (or their designees) of the other divisions and subsidiaries, and has the following responsibilities:

    a. Formulating and issuing new and revised procedures governing the program. This process may include the involvement of Accounting, Audit, Tax, Law and other departments, as appropriate.

    b. Approving the locally-developed Departmental Records Retention Schedules in conjunction with Records Management Representatives (see Exhibit A). Where the Master Records Retention Schedule (see Appendix 1) does not adequately address the circumstances, an approved Departmental Records Retention Schedule must be developed. Hereinafter, the Master Records Retention Schedule, supplemented by an approved Departmental Records Retention Schedule, will be referred to as the "Records Retention Schedule" (see Exhibit B).

    c. Controlling the character and tenure of records entering the appropriate archive facility and those already there.

    d. Establishing and maintaining an adequate program for identifying, controlling, and protecting records required in litigation, tax settlement and such other needs that may from time-to-time arise.

    e. Coordinating the destruction of records reaching maturity as well as delaying destruction of those records involved in litigation, tax settlement or other "Hold" (see Section II, paragraph D.6.a) status.

    f. Maintaining a Corporation-wide program for the protection and security of vital records.

I. INTRODUCTION - (Continued)

C. Administrative Responsibility (Continued)

3. The Audit Division is responsible for checking the status of compliance within the Corporation of the requirements specified in this procedure.

4. Departmental Records Management Representatives are appointed by Records Management Representatives (Exhibit A) to conduct the Records Management function in their respective areas. This function will involve local development of a Departmental Records Retention Schedule, where the Master Records Retention Schedule (see Appendix 1) is not sufficient, and installation, maintenance, and continuing operation of the Records Management function in accordance with this procedure.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS

A. Basic Concepts

1. Records are either "active" or "inactive". The distinction between the two is not always clear. For practical purposes in Records Management, however, "active" records are usually recognisable as such, and records not clearly "active" are presumed to be "inactive".

   Examples of active records: Titles to property currently owned by the Corporation; current rate, authorization, control, or process documents; current period reports and statements; documents of buying or selling transactions in process; and personnel records of current employees.

2. No retention period is assigned to records while in their active life period. They are simply "active" records.

   NOTE: Some active and/or inactive records may by their character be uniquely and unusually "vital", i.e., files for disaster recovery, and as such require special treatment. These records are described and provided for in Section III of this procedure.

3. At some stage, "active" records become "inactive". A property is sold. Rates, authorizations, controls or processes change. A more current report or statement replaces or supersedes a former one. Transactions are completed. The superseded, closed or changed record is now "inactive".

4. Most transactions and records of a corporation, very likely as high as 90%, move by nature from active to inactive status in a rather short period of time, most likely within 30 days or so. Records clearly not "active" are to be considered "inactive", and every inactive record has a prescribed retention period representing the length of time the record should be retained before destruction.

5. A retention period is a composite number of years a record is to be preserved before destruction, the elements of which recognize corporate need and justifiable department or division need.

6. Technically speaking, of course, actual inactivity status is beginning for some record every day of every year. It is quite impractical, however, to rate each record so precisely in that regard. Accordingly, for all practical purposes, two rules prevail:

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

A. Basic Concepts (Continued)

6. (Continued)

a. Except for obviously "active" records, retention periods begin on January 1 following the year of preparation or receipt of the record. In this concept "current year" simply does not count, and both January and December records become inactive the following January 1.

b. Retention periods for the most part are stated in whole numbers of years.

EXCEPTIONS: (1) When a retention period is stated in fractions such as 1/52, the record may be destroyed one week after its receipt (e.g., appointment notices from another department).

(2) When a retention period is stated as "12 months" such a document may be destroyed in the thirteenth month of its life. Similarly, a 1/3 year record may be destroyed in its fifth month.

Destruction Date of Inactive Records

7. Since retention periods are equated with calendar years in that they commence on January 1, they also end in December. Thus records reach maturity or "destruction date" in Dec. 19XX or Dec. 20XX.

Example: A customer invoice is dated November 29, 1990. Customer invoices have a seven-year life. Retention period begins January 1, 1991, and destruction date is reached in December 1997. Unless an official "Hold" (see paragraph D.8.b) delays it, destruction will occur promptly in early 1998.

8. Control of records is achieved by maintaining in each department an approved roster of all its records for each of which a retention period is authorized. This roster is called a "Records Retention Schedule" as next described.

B. Records Retention Schedule - Use, Preparation and Approval

1. An approved Records Retention Schedule as used in this procedure is defined as a published listing of identifiable documents or classes of documents applicable to a given work area for each of which a retention period expressed in years has been developed, and which bears the approval of the department covered, the responsible Departmental Records Management Representative, the Tax Division, the Law Department, and Records Management. Where a Master Records Retention Schedule (see Appendix 1) is not sufficient, an approved Departmental Records Retention Schedule must be developed utilizing the Master Records Retention Schedule as a guideline.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

B. Records Retention Schedule - Use, Preparation and Approval (Continued)

2. Existing, previously approved retention schedules currently in effect at various Works, Sales Offices, Headquarters Offices and divisions continue as the basis for the operation of this procedure.

3. Updating revisions to existing schedules or construction of new schedules are to be developed as soon as possible using one of the forms listed as Exhibit B.

4. The Records Retention Schedule performs the following functions:

   a. It provides evidence of a controlled program should a court require submission of records. The courts will accept an up-to-date Records Retention Schedule as a basis for establishing the availability of the Corporation's records.

   b. It permits an accurate, dependable overview of available records (see paragraph D.5).

   c. It acts as a directive to the department in dealing with its files both with respect to aging, packing, labelling, storing and destroying records.

   d. It provides the basis for periodic movement of records into local intermediate storage or to archives (see paragraph D.3).

   e. It provides the basis for securing permission to use archives (see paragraph D.1.c).

   f. It permits a restatement in terms of retention period of all records already in intermediate storage or in Annandale Archives.

5. It is the experience of those who have developed a Departmental Records Retention Schedule that a preliminary housekeeping review of files and shelves produces a healthy cleanup of material of a nonessential nature that has been accumulating over a long period of time. This purge is based on local supervisory judgment and results in a discarding of obsolete, outdated items such as vendor's catalogs, technical publications and periodicals, and other paper no longer regarded as essential.

6. Working from a preliminary listing of records, a file index, or a similar catalog, individual records or classes of records are identified and listed on Departmental "Records Retention Schedule," Exhibit B.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

B. Records Retention Schedule - Use, Preparation and Approval (Continued)

6. (Continued)

(Either the Exhibit B or the Alternate Exhibit B form may be used for this purpose.) Keeping in mind that the title showing on the Records Retention Schedule establishes the title later to be shown on the "Application for Transfer of Records to Archives" and the box label, it is necessary to be accurate, indicative, and succinct regardless of whether the record is a single or a multiple copy record.

a. Every effort should be extended to make the list comprehensive of the department's records.

b. The retention period designated should primarily reflect department need. After this is established, reference should be made to Appendix 1. As stated in Appendix 1 the records listed under each of the functional categories are not an exhaustive nor a prescriptive list for any department. A given department is likely to find retention periods on any of the 30 functional pages of Appendix 1. The retention periods listed therein are indicative only for the record or class of records specified. Many more forms and records exist than those listed. If not shown on Appendix 1, the period designated will be determined by the Departmental Records Management Representative, the Law Department, the Tax Division and Records Management. If shown on Appendix 1, use that period. This will expedite approval.

7. After local coordination of intradepartment and division needs the Departmental Records Retention Schedule is to be approved by the Departmental Records Management Representative and sent to Records Management for review and approval also by the Law Department. At this time, Law Department and Tax Division needs will be considered and appropriate adjustments to the period will be made as required.

8. Effective date is established by agreement at the time Records Management approval is affixed. At that time provision is also made to approve use of Annandale Archives (see paragraph D.1.c), and arrangements are made to restate the retention period of the department's boxes already in storage at Annandale Archives (and locally) to the terms of the new Records Retention Schedule.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

C. Local Intermediate Storage Areas

1. As current-use files age into limited (not more than once monthly) reference use, many locations set aside local storage areas for housing these records for occasional reference on a short-term basis.

2. In this location, short-life records (usually destroyed within a year of creation) as determined by approved Records Retention Schedules (see paragraph B) are allowed to age into their destruction date, at which time they are disposed of locally in line with policies (see paragraph D.8).

3. "Longer-life" records (usually retained for more than one year) in these storage areas are kept locally or are transferred to an archive facility as soon as local reference needs warrant in accordance with routines established in this procedure (see paragraph D.1).

4. The following minimum guidelines apply to intermediate storage areas:

   a. Storage areas suited to the purpose should be secure against weather, flood, and unauthorized access, be protected as well as possible against fire, be maintained in a clean and orderly manner, and represent the least possible cost consistent with the principles just stated.

   b. Every records storage area should be under the direct control of a supervisory employee who is responsible for the conditions of the area and the records stored there, for prompt destruction of unnecessary or obsolete records, and for the proper maintenance of records and indexes for quick and accurate reference.

   c. Wherever possible, concentration of the semiactive records function for the location into one area is recommended to enable achievement of greater attention to the records function, better facilities, better housekeeping, better service, and lower cost. This recommendation, however, does not preclude the use of vaults or department storage for a limited time.

   d. All records in the area are to be controlled by approved Records Retention Schedules (see paragraph B). This includes the requirements that they be packaged and labelled in accordance with paragraph D.3 wherever practicable and thus have a definite destruction date. This practice also enables ready transfer to archives at the appropriate time without further repacking or relabelling, or destruction if that is appropriate. The Records Storage Box Label (see Exhibit C) is provided for control during intermediate storage.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives

1. Annandale Archives Storage - General Description

a. The Annandale Archives is maintained by the Corporation on a national basis as a low cost, maximum security storage area of large capacity for essential records. The facilities are available to all entities of USX Corporation. While it is generally intended for longer-life records storage, some facilities are available to accommodate intermediate-life records. Elaborate reference and look-up service is not available.

(1) Under the normal retention/destruction program records enter Annandale Archives on a controlled permission system. Making due provision for the Law Department and Tax Division needs for records involved in litigation or tax settlement (as described in paragraphs D.5.a through D.5.d and D.6.a through D.6.e), a controlled system for destroying matured records is provided. A limited reference service and a quick return-to-owner service exists.

It should be noted that all records entering the Annandale facility for storage continue to be owned by, and are the property of, the department or entity from which they originated. Any subsequent transferral of this ownership must be made through appropriate accepted legal authorization.

(2) Annandale Archives is also the depository for the "Protection of Vital Records" program (see Section III). Redundant copies of certain records are filed by specified responsibilities at this single point on a rapid turnover basis as insurance against a major national or a crippling local catastrophe. Disaster recovery files for balance sheet and related underlying statements and values from the last closing are on file at Annandale Archives. These are supplemented daily, weekly, or per occurrence in prescribed form, time, and method with interim values in the dynamic areas (shipments/billings/ collections, payables check registers/remittance listings and in transit, payrolls, cash changes, etc.) to enable reasonable restatement of balance sheet values to date of catastrophe in the event that catastrophe occurs before the next closing is filed. When the relatively short retention periods specified for these files expire, such files are destroyed or recycled. Thus, no connection exists with the standard retention program.

In addition, the Protection of Vital Records (See Section III) also makes provision for a special protection copy of certain vital Corporation records such as engineering drawings, stock transfer details, Corporate minutes, etc.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

1. Annandale Archives Storage - General Description (Continued)

a. (2) (Continued)

The essential value of this protection system is to have these copies at a single central location, thus effectively foreclosing the need of starting from scratch in the event of disaster.

b. No record may be sent to the Annandale Archives for storage until "Application for Transfer of Records to Archives" (Exhibit E) has been approved by the Departmental Records Management Representative, approved by Records Management, and recorded by Annandale Archives. Details to be observed in preparing this form appear on Exhibit E.

c. As soon as a department has an approved Records Retention Schedule or uses the Master Records Retention Schedule (see Appendix 1), preparation of the Annandale Archives "Application" (Exhibit E) is a matter of listing the applicable records on this form and submitting it for approval and recording.

d. An approved "Application" (Exhibit E) shall be valid for a period of five years, at which time a reapplication shall be processed.

e. Application to transfer records to Annandale Archives that are not yet on the Records Retention Schedule is also made on this form. Approval by the Departmental Records Management Representative and Records Management constitutes a conditional permission which is rescindable at any time. It is to be considered tentative and in anticipation of prompt approval of a Records Retention Schedule in cases where the Master Records Retention Schedule is not sufficient. As soon as a Records Retention Schedule is approved, reapplication on Exhibit E is required.

f. It is a matter of policy to guard the character and tenure of records approved for entry into Annandale Archives. The intent is to limit the use of Annandale Archives as follows:

(1) To essential, infrequent use records needed to satisfy department, division, subsidiary as well as Corporate needs as indicated on the Records Retention Schedules.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

1. Annandale Archives Storage - General Description (Continued)

f. (Continued)

(2) Act as depository for outdated records held beyond normal destruction date to satisfy litigation and tax settlement needs.

(3) Serve as a guardian location for "vital" records as described in Section III.

Conversely stated, every effort will be exerted to prevent unnecessary and unwanted records to enter (or stay) at Annandale Archives. Records of a waste-basket character should be deposited into a waste basket. There is, furthermore, great danger of forgetting "out of sight records". This effect is easily heightened by an uncontrolled interment at Annandale Archives, and will be avoided administratively to the extent possible.

g. The character and tenure of records entering Annandale Archives is, therefore, controlled by the following qualifications:

(1) Only those records appearing on an approved Records Retention Schedule are eligible. Tentative storage space may, however, be granted in anticipation of prompt submission for approval of a Records Retention Schedule.

(2) No records are to enter except those authorized on an "Application for Transfer of Records to Archives" (Exhibit E). Those entering on a tentative authorization basis are subject to the terms specified on the Records Retention Schedule in anticipation of which tentative approval was granted.

(3) They must be packaged and labelled in accordance with paragraph D.3 of this procedure.

(4) No records from locations other than 600 Grant Street Headquarters' Offices will be approved for entry unless the term of storage at Annandale Archives is at least two years. Records from 600 Grant Street Headquarters' Offices will qualify for admission with a minimum of one year storage.

(5) Records in a given box should essentially have a common destruction date to the extent practical.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

1. Annandale Archives Storage - General Description (Continued)

g. (Continued)

(6) All records must have a fixed destruction or review date. No category such as "Permanent" exists. The longest period is "50 years, review", and this designation is used sparingly. Since the Corporation is not in the business of writing history books, only such records will be preserved as are essential and are approved as such by the Law Department and Records Management.

(7) Annandale Archives cannot accept supplementary or other updating data for insertion into a file or box already in storage. Such items are to be included in boxes subsequently sent to Annandale Archives. Local units must establish and maintain suitable cross reference controls between the antecedent box already in storage and the supplementing box being sent. This technique is best accomplished by noting the first buff label copy already at hand for the affected antecedent box with the notation "see box number YY for updating and supplementary data", and the labels for the supplementary box "supplementary data for file box XX".

2. Transferring Material to Annandale Archives

a. Pittsburgh Headquarters units will make arrangements with Communications Services Mail and Courier for pickup of boxes.

b. A single truck trip in each direction between 600 Grant Street and Annandale Archives is scheduled for each of the working days Monday through Friday, holidays excepted, and is subject to weather or other emergency conditions.

c. Other units who ship either directly from active files or from intermediate storage are subject to the following:

(1) When fewer than 25 boxes of records are to be shipped in a single shipment on the same day from one location, no separate arrangements with the Annandale Archives need be made except the notice given by sending the first buff label copies in a single envelope one day before shipment.

II. <u>RETENTION, STORAGE, AND DESTRUCTION OF RECORDS</u> (Continued)

D. <u>Annandale Archives</u> (Continued)

2. <u>Transferring Material to Annandale Archives</u> (Continued)

c. (Continued)

(2) When <u>25 or more boxes</u> are ready to be shipped in a single shipment on the same day from one location, submit to the Archives in duplicate "Permission to Ship Records to Archives" Form 01.003.0364 (see Exhibit F attached). Do not ship material until approval to ship has been received from Annandale Archives on the duplicate copy submitted to them.

(3) Refer in advance transfers of <u>100 or more cases</u> to Manager - Traffic, Truck Services for special routing through a transshipping trucker who is able to enter the mine.

(4) Address for Railway Express or Rail Freight:

Annandale Archives
USX Corporation
Annandale, Butler County, PA 16020

<u>NOTE</u>: Especially valuable records should always be shipped express, declared as of special value.

(5) Address for private truck or truck freight:

Annandale Archives
USX Corporation
c/o Newcomer Truck Lines
1200 Island Avenue
McKees Rocks, PA 15136

(6) Do not send records via Parcel Post.

(7) Shipments are to be sent prepaid and at the expense of the shipping location.

(8) The Newcomer Truck Lines' truck can clear the 8 ft. high mine entrance and can make delivery to any location within the Mine. Newcomer Truck Lines will bill freight charges to the shipper.

(9) Shippers using truck or rail freight are reminded of the several handlings or transshipments of the boxes, and the consequent risk of loss or damage.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

3. Packing and Labelling Inactive Records

a. Even though local storage requirements for short-term records may not be as rigorous, in the interest of uniformity and in anticipation of ultimate shipment to Annandale Archives of some of the records from local storage, it is desirable that all records packaged for local storage anticipate certain Annandale Archives regulations that are more fully described in paragraph D.1. To be eligible for storage at Annandale Archives, records must:

(1) Have a relatively infrequent reference level;

(2) Be authorized by the Departmental Records Management Representative and Records Management on an "Application for Transfer of Records to Archives", (Exhibit E);

(3) Be packaged and labelled in accordance with this procedure;

(4) Be contained in a box labelled with precisely the word titles listed on the "Application", (Exhibit E), and Column 4 of the label must reflect the "recorded by Archives" date shown in the upper right corner of the "Application";

(5) Have a term of storage of at least two full years at Annandale Archives except for records from 600 Grant Street Headquarters (the latter qualify with a one-year minimum at Annandale Archives);

(6) To the extent possible, be packed with other records which have the same or most proximate destruction date; (to pack records bearing a Dec. 2012 destruction date in the same box with records maturing in Dec. 1992 defeats the program since the destruction date for the whole box is determined by the most distant destruction date of any of its contents);

(7) For security purposes, be packed only with other records of the same department, within each box.

(8) Have a fixed destruction date or an authorized review date.

b. Most records can be stored in standard Annandale Archives storage boxes of which 3 sizes are available (Exhibit J):

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

3. Packing and Labelling Inactive Records (Continued)

b. (Continued)

#13 Letter size

#15 Legal size - Do not use for letter size files.

#17 For tab card use only when cards are in tab card boxes. Do not use for letter size or legal size files.

Tab cards must always be pre-packaged in manufacturer's boxes, and no more than three manufacturer's boxes packed into one #17 box. Cancelled checks or other unit card data when not in smaller sized manufacturer's boxes are to be packaged in the #13 box. MAXIMUM WEIGHT FOR ANY BOX IS 35 POUNDS.

c. Rare exceptions may exist where the standard boxes do not fit, such as for ledgers or similar bound records. These may be wrapped in brown paper and securely taped (and labelled - see paragraph D.3.m). Nothing thicker than 10-1/2 inches, including wrapping, is acceptable, and then only as a rarity.

d. Records in any box or package should have the same destruction date (see D.3.a.(6)).

e. Preserve the same file arrangement in the boxes as was maintained in the active file. Send records in their folders. If looseleaf binder pages are involved, put them into folders with appropriate description on folder. If cards are involved, band them with tape or string, and separate rows with cardboard.

f. The index control requirements at Annandale Archives as well as the annual notice from Annandale Archives of boxes reaching maturity (see paragraph D.8.b.(2)) prevent allowing the label to be used for a detailed manifest of the box's contents. Although a degree of latitude is possible by adroit use of column 2 of the label, column 1 of the label must reflect the precise word title listed on the "Application for Transfer of Records to Archives" which title appears literally also in the Records Retention Schedule.

g. When it is necessary or desirable to pack into a single box a variety of subject files, reports, studies, etc., each of which requires identification by unique title, the sender is obligated to maintain a manifest of these titles locally. Exhibit D, "Manifest" form is recommended for this purpose. It cross references to the Packing Number (next described) with the Archives Room-Section-Shelf-Box

II ...TION, S..., AND DESTRUCTION OF RECORDS (Continued)

Annandale Archives (Continued)

... Packing and Labelling Inactive Records (Continued)

g. (Continued)

...r and serves as a finding index for box number when searching for ...que title. In the meantime, column 1 of the Label shows "subject a...s" or "studies" or whatever designation is provided for on the fi... ...ds Retention Schedule.

h. A ...king box number is to be assigned to each box starting with 1 and ...tuating this serial sequence each time boxes are packed. Space ...ovided on the label for this "Packing Number" (see Exhibit C). ... uninterrupted serial sequence to be maintained by each unit ...des both a local reference control identification and a ...procal cross reference capability to the Archives Section-Shelf-Box number. If this practice does not already ... it should commence at once in each unit, and a manifest record ...d be maintained locally of box title and packing box number to ... the Annandale Archives number is added when the completed label ...urned from Annandale Archives.

i. No... use rubber bands. Keep records dust and wrinkle free. Don't ...tuff boxes. Fill partially filled box with newspaper stuffing. MAXIMUM WEIGHT FOR ANY BOX IS 35 POUNDS.

j. Se... lids with tape to seal against accidental opening in handling and in transit.

k. A three-part snapout label is prescribed both for archives boxes and packages. Attached Exhibit C sets forth detailed instructions on preparation and usage of labels.

l. No more than one label is to be applied to any box. (For boxes with ...lated contents see paragraph D.3.g on local manifest requirements.)

m. ...size packages (see paragraph D.3.c above) are to be labelled as follows:

(1) If the longest dimension of the package does not exceed 24 inches, affix the label to the package on the edge side having the shortest dimensions, centering vertically and horizontally.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

3. Packing and Labelling Inactive Records (Continued)

m. (Continued)

(2) If the longest dimension is over 24 inches, affix the label to the edge side (thickness) having the longest dimension, centering vertically and horizontally.

n. Boxes and packages should be labelled as described in Exhibit C and in paragraphs k, l, m, for temporary intermediate storage where such exists for this purpose at Plants and outlying points (see paragraph D.3). When such material is ready to be transferred to Annandale, (at expiration of local storage), the first buff label copy for each box or package is to be sent to Annandale Archives in a single envelope in line with directions on Exhibit C.

4. Requests for Access to Own Department Records at Annandale Archives

a. Requests for records from the Annandale Archives may be made only by management personnel or by a records clerk or custodian who has been authorized to handle requests for his/her location. Such requests should be communicated under the direction and consent of the Departmental Records Management Representative to the Supervisor Annandale Archives.

b. The person desiring a record from the Annandale Archives makes his request by letter or telephone to the Annandale Archives, identifying himself by name, title, company or division, location, and address or telephone number. The request must describe the item desired including the box identification, the name or description of the file, the title of the folder, or subdivision of the file within the box, as accurately as possible, and a detailed description of the particular item desired.

c. To prevent unauthorized access to records, the Annandale Archives will require that the room, section, shelf and box no., and the name or description of record, company or division, location and department or section be given in the request in exactly the form they appear on the copy of the "Records Storage Box Label" returned to the originating location as an index record. In this way, the originating location can control access to the records in the Annandale Archives by controlling access to the index records.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

4. Requests for Access to Own Department Records at Annandale Archives (Continued)

d. The Annandale Archives may require that a request in writing be signed or approved by the supervisor of the department, section or division sending the records to storage, as shown by the box label, or that a telephone request shall come from him. In place of, or in addition to the foregoing, the Annandale Archives may at its discretion, send a requested record to the supervisor of the department, section or division sending the records to storage rather than the person making the request, or may decline to give information by telephone to a person other than such supervisor.

e. Requests that involve searching, compiling, or preparing reports from data contained on records stored at the Annandale Archives cannot be accepted by office personnel. If a search for important information is required and the return of large volumes of records is impractical, a personal visit by a member of the responsibility involved is arranged through the Records Retention Administrator, USX Law Department, 600 Grant Street, Pittsburgh, PA 15219. When long distances make such visit impractical, a written request explaining the requirements, and signed by the head of the department or responsibility, is sent to the Records Retention Administrator who will arrange, where possible, to make a reasonable search for the records.

f. Transmittal Records from Annandale Archives

(1) Unless specified to the contrary, the Annandale Archives will send a photocopy of the actual record whenever possible. Once the recipients' need has been satisfied, he should destroy the photocopy and not return it to the Annandale Archives.

(2) When it is imperative that the original record is required, it should be so stated in the request. Whenever the original is furnished, it is ultimately to be returned to the Annandale Archives.

(3) When actual records are removed from boxes stored at the Annandale Archives and are transmitted in response to a request, the Annandale Archives will maintain a charge-out list of all such data, and will relieve charge-out list only as records are returned.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives. (Continued)

4. Requests for Access to Own Department Records at Annandale Archives (Continued)

f. Transmittal Records from Archives (Continued)

(4) Boxes in storage at the Annandale Archives may be recalled by their owners on a limited basis. As authorized personnel (see paragraph D.4.a above) make a proper request, the box is charged out and returned on the next available daily truck. If boxes returned to departments are destroyed locally, it is necessary to advise Annandale Archives of this destruction since the space vacated by returned boxes is reserved for their eventual return. (It is obviously desirable to avoid shipping cost by destroying locally when that is in order.)

(5) Recalled boxes may be returned to Annandale Archives without reapplication after need in the department has ceased. It is to be understood, however, that Annandale Archives is not intended as a depository for overflow records nor for records requiring more than infrequent reference. Should the same records acquire a "shuttle service" character, the "Application" for transfer controlling them is subject to review and revision. It is to be realized that a limited work force at Annandale Archives is neither intended nor capable of being a remote file clerk service.

5. Requests for Access to Records of Other Departments (whether in storage at Annandale Archives or held locally)

a. In the normal course of business very few records authorized for retention in the department schedules are put to use beyond the internal needs of the department. All records, however, are in fact Corporate records, and are authorized for retention also to be available to the Law Department for Corporate needs. In addition, records frequently are required by the Tax Division in resolution of tax settlements, and on occasion other departments may have a need for them.

b. The need of one department for records of another department is usually of very short duration, and is arranged between departments at appropriate levels through proper channels. Whenever possible, original documents should be returned to their source department, to be maintained in accordance with this procedure. Duplicate or facsimile copies should be retained by the other department only as long as required for their use, but in no case longer than the scheduled retention period for the original documents unless subject to a record Hold. The department which possesses the duplicate or facsimile copies is responsible for their destruction in accordance with the Records Retention Schedule.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

5. Requests for Access to Records of Other Departments (Continued)

b. (Continued)

Any difficulties encountered in locating or acquiring department records for cases of this kind are to be referred to Records Management.

c. Litigation with private parties or actions involving state and federal governments or their taxing or regulatory agencies may at times be for longer periods of time. It is often the case that records needed to respond to the demands of these parties involve many locations and units of the Corporation. These dispersed records need to be located, collected and protected until the cases are fully resolved.

d. In matters of litigation or in actions involving state and federal taxing or regulatory agencies, Records Management is specifically named to act as coordinator to locate and collect all necessary documents based on advice from the Law Department or the Tax Division. Records Management will direct those who require records to act through the appointed Departmental Records Management Representatives in the search for and collection of the required documents. Annandale Archives and local departments are required to refer all requests for records for these purposes to Records Management for prior clearance, and are not to furnish or make files available until such clearance is given for each case.

6. Notice of Temporary Delay of Destruction of Records - "Hold"

a. Should these cases extend beyond November of a given calendar year, all affected units will be furnished by November 15 with a "Notice of Temporary Delay of Destruction of Records" referred to in short as a "Hold" (Exhibit G). Since retention periods are equated with calendar years ending in December, the danger exists that maturing records still essential to open litigation or tax settlement might inadvertently be destroyed. It is the function of Hold to alert involved units to defer destruction of specified records.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

6. Notice of Temporary Delay of Destruction of Records - "Hold" (Continued)

b. Based on advice from the Law Department and the Tax Division, Records Management will initiate the required Holds for those cases extending beyond year-end destruction dates and deploy them to the affected Departmental Records Management Representatives and units. In this role, up-to-date and clearly described Records Retention Schedules are a critical need.

c. Since these Holds represent open litigation, tax settlement, or other Corporate needs, they apply with equal force to all records regardless of whether stored at Annandale Archives, in local intermediate storage, or in department files.

d. Normally as needs for such records occur, direct contact is established at the time the need arises. Should the formal Hold lead to discovery of additional local records not previously referred to, Records Management is to be advised at once to enable prompt investigation and proper instructions.

e. The status of each Hold is reviewed no less than once annually by Records Management, and instruction to continue the Hold or to resume normal retention/destruction practices is given on a timely basis. (see paragraphs D.8.b and D.8.c).

7. Corrections or Changes in Records Storage Box Labels

When an error is discovered in a Record Storage Box Label, Exhibit C, or when as the result of any examination or review a change or correction in any of the information on a Records Storage Box Label appears to be necessary, the change is made as follows:

a. Requested changes in destruction date or in restrictions on destruction of any records in the Annandale Archives may be made only by means of a letter in duplicate countersigned by the Departmental Records Management Representative of the department or division, authorizing the change. (If the new destruction date or the new restriction on destruction does not conform to the Records Retention Schedule, a revised Records Retention Schedule must be processed in accordance with Section II, paragraph B before requesting Annandale Archives to make the change.) The letter must identify the box by room, section, shelf, and box number, and the change to be made. Annandale Archives will refer these requests to Records Management for concurrence. On return to Annandale Archives the duplicate copy of the letter marked "Noted by Archives" will be returned by the Annandale Archives who will adjust their index record to note the

II. <u>RETENTION, STORAGE, AND DESTRUCTION OF RECORDS</u> (Continued)

D. <u>Annandale Archives</u> (Continued)

7. <u>Corrections or Changes in Records Storage Box Labels</u> (Continued)

a. (Continued)

change. Extreme care must be exercised by the requesting department that the changes are also properly marked on the existing buff file copy of the label maintained locally for control. The provisions just cited apply also to requests for change of dates occasioned by the year-end "Notice of Intent to Destroy Records" (Exhibit H) and the attendant year-end destruction lists (Exhibit I).

b. <u>Changes or corrections in any information on the Records Storage Box Label other than the destruction date or restrictions on destruction</u> may be authorized by a request in writing to the Annandale Archives from the department head sending the records to storage. These are subject to review by Records Management.

<u>NOTE</u>: Units will observe that Annandale Archives controls its records via index cards. All essential details are marked in this library control, and it is impractical for Annandale Archives to actually change the label on the box. Users must keep this in mind should a box be returned for which changes have been authorized. This also makes it doubly necessary for departments to properly mark their copy of the label and manifest with the authorized data.

8. <u>Destruction</u>

a. <u>Responsibility for and Time of Destruction</u>

(1) Destruction of records is the responsibility of the department or section having custody of the records at the time they reach authorized destruction date.

(2) As indicated earlier, destruction dates mature in December XXXX. Subject to the further provisions of this Section, records are to be destroyed as soon as practical after January 1, but not later than March 1.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

8. Destruction (Continued)

b. Authority for Destruction, Notice of Intent to Destroy and "Notice of Temporary Delay of Destruction of Records" ("Hold") - Annandale Archives

(1) No additional permission or authority to destroy needs to be sought once the destruction date has arrived. However, as a matter of policy, Annandale Archives will advise department heads no later than November 30 of the boxes in storage that reach destruction date as of December 31.

(2) For this purpose "Notice of Intent to Destroy Records" (Exhibit H) and list of "Records Reaching Authorized Destruction Date" (Exhibit I) is forwarded to the Departmental Records Management Representative involved in duplicate, with copies to Records Management.

(3) Applied to these lists in collaboration with Records Management are "Notice of Temporary Delay of Destruction of Records" ("Hold" - see paragraph D.6.a through e and Exhibit G.) These Holds apply equally to records in the departments, in intermediate storage, and in Annandale Archives. For this reason information copies of Holds are attached to Annandale Archives lists that are apt to contain them or where the likelihood of records covered by the Hold exists. In the event no lists exist in a particular year, copies of applicable Holds will be furnished departments directly where records are suspected to exist of the kind requested by the Hold.

(4) These Holds represent open litigation, tax settlement, or other corporate needs as specified within them, and as such apply to records with equal force regardless of whether in storage at Annandale Archives, in intermediate storage areas or in departmental files.

(5) In the event that the Corporation is in litigation or in tax settlement involving records reaching destruction date, provision for identifying affected records is made on Exhibit H and Exhibit I for advising Annandale Archives to temporarily delay destruction of those boxes involved in the litigation or tax settlement. Additional local records applicable to the Hold not previously referred to Records Management should be indicated to them at once for investigation. In the meantime destruction is to be delayed pending response.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

8. Destruction (Continued)

b. Authority for Destruction, Notice of Intent to Destroy and "Notice of Temporary Delay of Destruction of Records" ("Hold") - Annandale Archives (Continued)

(6) All records involved in any Hold are thus known by box number and location by Records Management. No such impounded records are to be destroyed until appropriate clearance is given in writing on the Hold form in the section provided.

(7) In certain cases special provisions for separate and controlled storage will be arranged by detailed instructions in writing to all affected parties by Records Management.

c. Destruction in Storage Areas other than Annandale Archives

(1) Records which are being held in local areas in accordance with approved retention schedules may be destroyed at the end of the period specified in the schedule without further authorization unless bound by a Hold. It is recommended, however, that notice of intention to destroy the records, identifying them both by box number and by title or description and date, be given over the signature of the Departmental Records Management Representative to the department primarily responsible for the records 30 days before the records are destroyed.

(2) Records being retained in files or in storage for which no retention has been approved should be made part of the Records Retention Schedule.

(3) Local records involved in litigation or tax settlement, or required for other actions are to be preserved until the need has passed and the authority which requested the Hold releases the records for destruction.

d. Destruction in Ordinary Course of Business

(1) Paper records will be destroyed by sale as waste to an authorized waste paper dealer. This includes records ordinarily considered as confidential, such as cost and profit information, salary and personnel records, except where a restricted destruction is authorized.

(2) At locations where an authorized, bonded waste paper dealer is not available, paper records will be sold as waste to other dealers. In such cases, confidential records will be mutilated before sale.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

8. Destruction (Continued)

d. Destruction in Ordinary Course of Business (Continued)

(3) When destruction of paper records by sale as waste is impractical, they may be disposed of in the most convenient manner, except that confidential records will be mutilated before disposal, or incinerated under proper circumstances.

e. Restrictions on the Manner of Destruction

(1) Restrictions on the manner of destruction of records may not be specified except after proper approval. A restriction on the manner of destruction will be approved only in unusual circumstances.

(2) For records whose destruction is authorized by a Records Retention Schedule, the restriction is to be made a part of the schedule and approved in the same manner.

f. Hauling Contracts

All contracts involving hauling of records have been conditioned by the Purchasing Department to specify that records will be hauled either in closed trucks or be protected by tarpaulin in an open truck.

g. Records of Destruction

(1) Under a Records Retention Schedule

When records are destroyed in accordance with an approved Records Retention Schedule, no record of the destruction is necessary except when required by contract, by law or by government regulation. Any such requirement should be noted in the schedule.

(2) Under a Special Authorization

When records are destroyed in accordance with a special authorization not a part of an approved Records Retention Schedule, the supervisor of the department or section responsible for the destruction should note on the authorization the date of destruction with his signature.

II. RETENTION, STORAGE, AND DESTRUCTION OF RECORDS (Continued)

D. Annandale Archives (Continued)

8. Destruction (Continued)

g. Records of Destruction (Continued)

(3) It is highly important that the buff label copies of boxes to be destroyed or already destroyed be destroyed themselves. Experience with these "ghost" labels has been uniformly unsatisfactory in that each label is not properly marked at the time of destruction of the records. This leads later to recall of the box to investigate, only to find that the old storage location has had a successor box assigned to it. To forestall such needless rechecking, labels of destroyed boxes are to be destroyed at once. (As Records Retention Schedules are approved and boxes thus become eligible for destruction, Annandale Archives will accept these label copies with appropriate instructions to destroy in lieu of cumbersome lists intended for the same purpose.)

III. PROTECTION OF VITAL RECORDS

A. Basic Concepts

1. Records considered as "vital" within the meaning of this procedure are defined as those essential to corporate continuance or resumption, are primarily active, current, single-copy records not now adequately protected in their current location, and are prohibitively expensive or impossible to reassemble or reconstruct.

2. In reality there are very few records of this nature by virtue of the existence of duplicate copies dispersed at one or more locations sufficiently removed from the first to afford adequate protection. Similarly, local protection by isolation or by fireproof vault or similar housing practices may be adequate to the need. In other cases reassembly is so easily achievable that the term "vital" is inapplicable.

3. The intent of a protection system for vital records is to have copies of certain records on a current basis continuously on file readily available for use at a single, central location, thereby effectively foreclosing the need for starting from scratch, if indeed that is even possible, in the event of a disaster. These copies, wherever possible, should be redundant to the normal retention/destruction program to enable relatively quick turnover consistent with the need once the emergency exposure period has passed. Records may be retained in forms other than hard copies but the specifications must receive prior approval of Records Management.

4. It is hardly likely that every record so gathered would be used at any one time even in the event of a major catastrophe (such as nuclear attack). It is more likely that one sector or another of the Corporation could be involved in destruction or damage resulting from fire, explosion, water, or malicious vandalism. Because the need will develop only in unknown circumstances and places, it is essential that the specified documents be filed as assigned in the form, time, and method prescribed. Periodic review for compliance will be made by the Audit Division and reported to Records Management.

5. The Records Management Representatives are responsible for identifying, and developing and maintaining adequate protection for vital records in their respective areas, with the concurrence of Records Management.

III. PROTECTION OF VITAL RECORDS (Continued)

B. Specific Records to be filed at Annandale Archives

1. In spite of the safety afforded by dispersal, by adequate local protection practices, and even though reassembly is possible in the event of catastrophe, an executive decision has been made applicable to all corporate units, requiring certain specific documents to be filed at Annandale Archives on a currently continuing basis as insurance against a major national or crippling local catastrophe.

2. The "vital" records identified on the succeeding pages of this section are illustrative and operative for the units indicated as follows:

	Section III
A. Stock Transfer Details	Page 3
B. Corporate Minutes of: Board of Directors; Corporate Policy Committee; Audit Committee; Organization Committee; Compensation Committee; Financial Policy Committee; Public Policy Committee	Page 4
C. Electronic and Electro-Mechanical Operating Procedures and Programs	Pages 5,6
D. Reconstruction of the Balance Sheet - USX	Page 7

Divisions as well as certain Domestic and Foreign Subsidiaries are required to adopt the USX plan as authorized for each, or to file unique programs adequate to their local needs for approval by their Headquarters' supervision and Records Management.

III. PROTECTION OF VITAL RECORDS (Continued)

C. Filing Requirement A - Stock Transfer Details

Title or description of record:	Stock Transfer details.
Responsible department or office:	Office of the Secretary - Stock Transfer Department
Frequency and time of submittal:	Daily.
Coding Identification:	In lower right-hand corner of each envelope show: A-X-date A = Identifies category as Stock Transfer Sheets X = Serial number of envelope for the year, advanced by one for each transaction day Date = Date of Transaction (The fourth mailing for 1992 would be marked A-4-January 7, 1992.)
Retention details:	On May 1 of each year all envelopes bearing a transaction date prior to the date of record of the annual meeting are to be destroyed.
Comments:	

III. PROTECTION OF VITAL RECORDS (Continued)

D. Filing Requirement B - Corporate Minutes

Title or description of record:	Minutes of: Board of Directors Audit Committee Organization Committee Compensation Committee Financial Policy Committee Public Policy Committee
Responsible department or office:	Secretary's Office.
Frequency and time of submittal:	Monthly as completed.
Coding Identification:	A serial number for each category advancing by one with each submission together with description and date of meetings are affixed in upper right-hand corner.
Retention details:	These envelopes are to be filed in the Secretary's Special Files, Drawer 50 at Annandale Archives.
Comments:	These envelopes will be recalled and destroyed when bound volumes are filed at Annandale Archives under the regular retention program.

III. PROTECTION OF VITAL RECORDS (Continued)

E. Filing Requirement C - Electronic and Electro-Mechanical Operating Procedures and Programs

1. This filing requirement recognizes that inherent in the Chief Accounting Officer's responsibility at each data processing location is the formulation, installation, and operation of programs and contingency plans that enable resumption of data processing operations in the event of fire, explosion, water damage, or malicious vandalism. It is also assumed that all programs and plans bear the approval of the applicable Chief Accounting Officer (Division Comptroller, Subsidiary Comptroller, etc.).

2. Although the nature of the equipment determines the complexity of the programs and plans, the program and plan for any one data processing location will recognize two items:

   a. Operating instructions, systems documentation, programs, master files, etc.

   b. Data in process, back-up files, and data derived from periodic dumping operations.

3. It is mandatory under this filing requirement that each data processing location use Annandale Archives as the off-site, central depository for filing and maintaining an up-to-date copy of its disaster-recovery program and plan in which operating instructions, system's documentation, programs, master files, etc., are shown.

4. It is also understood that data in the form of data-in-process, back-up files, and data derived from periodic dumping routines will need protective cover until the succeeding cycle obviates the need. In the interest of time and volume factors, practical safety, and reasonableness, and giving due regard to the degree of relative importance of the data, one of three options exists for each data processing location with respect to this data:

   a. Storage locally in a fireproof vault or safe.

   b. Storage in suitable housing at an adjacent but remote second location.

   c. Storage at Annandale Archives.

III. PROTECTION OF VITAL RECORDS (Continued)

E. Filing Requirement C - Electronic and Electro-Mechanical Operating Procedures and Programs (Continued)

5. Regardless of whether option a, b, or c is used, it is understood that these records are temporary and for protective purposes only, and that as successor data replace them, provision is built into the system to recall and dispose of the outdated data to preclude the unnecessary use of protected storage space. Regular storage and protection of records, furthermore, is unaffected by this filing.

6. Each location alternative to Annandale Archives to be used as the "off-site" safe storage depository should be the subject of recommendation to that effect with supporting data by the Records Management Representative to Records Management. The identification and means of access to an alternative depository will be shown in the overall program required to be filed in paragraph 3 above.

7. On recommendation from the applicable Chief Accounting Officer, suitable arrangements will be effected by Records Management with Annandale Archives to accommodate such data, including assignment of coding and mailing instrucitons.

III. PROTECTION OF VITAL RECORDS (Continued)

F. Filing Requirement D - Reconstruction of the USX Balance Sheet

Item No.	Title of Description of Record	Department or Office Responsible for Filing	Freq. of Submittal to Archives	Filing Medium	Ret. Time in Days
1	Bal. Sheet Work Flow Sheets and all related SR's supporting the Bal. Sheet	Pgh. Serv. Center (Data Processing)	Mthly. on 7th Work day	Mag. Tape	60
2	Journal Entries-Gen. Off. and Works		Mthly.	Paper	60
3	Gen. Ledger Computer Printout		Mthly.	Paper	60
4	SR-17 Detailed Inventory Stmt. by Wks.		Mthly.	Paper	60
5	Rec. of Trans. with Custodian Banks	New York Accounts Receivable	Daily	Paper	60
6	Mo. to date Accum./Net Sales & Net Cash		Daily	Paper	60
7	In-Transit Ledger-Acct. 17.02-Details		Mthly.	Paper	60
8	A/P Check Register - Manual	PSC (Data Processing)	Day After Issue	Mag Tape	
	A/P Check Register - Computer Report			Mag Tape	60
9	A/P Remittance Listing			Paper	60
10	Daily A/P Tab. of Trial Bal. by due date			Paper	60
11	In-Transit Ledger Acct. 17.02 - Details A/P-14	A/P - PSC		Paper	60
12	Invoices Rendered, Credit & Debit Memos and Interworks billings NOTE: PSC will archive all required data on magnetic tape for locations on SES Invoicing system. All other locations must file copies of these items to cover their own activity.	PSC (Data Processing) and Mgrs. Acctg. (Billing Depts.)	Daily	Mag. Tape & Paper	60

USX CORPORATION

RECORDS MANAGEMENT REPRESENTATIVES

Headquarters-USX

	Title
CHAIRMAN BOARD OF DIRECTORS	
Aircraft Division	- General Manager
ADMINISTRATION, ACCOUNTING & FINANCE	
Audit Division	- Director
Tax Division	- Vice President
Public Affairs	- Vice President
Accounting Department	- Senior Vice President & Comptroller
Finance & Treasury	- Senior Vice President - Finance & Treasurer
Corporate Planning	- Director
USX Credit Division	- President
EMPLOYEE RELATIONS DEPARTMENT	
Personnel	- Director
Benefits Administration	- General Manager
LAW DEPARTMENT	
Law Department	- General Counsel
Office of the Secretary	- Assistant Secretary & Director - Stockholder Relations
RELATED RESOURCES	
Related Resources	- Senior Vice President

USS

PRESIDENT-USS	
Accounting & Finance	- Vice President
Purchasing & Traffic	- Vice President
Engineering & Research	- Vice President
Environmental Affairs	- Vice President
SHEET & TIN PRODUCTS	
Commercial, Sheet & Tin	- Executive Vice President
Operations, Sheet & Tin	- Executive Vice President
HEAVY PRODUCTS	
Heavy Products	- Executive Vice President
EMPLOYEE RELATIONS DEPARTMENT	
Employee Relations	- Vice President
RELATED RESOURCES	
Related Resources	- Senior Vice President

USX CORPORATION
RECORDS MANAGEMENT REPRESENTATIVES

USS (Continued)

	Title
LAW DEPARTMENT	
Law Department	- General Counsel
STEEL PLANTS	
Fairfield	- Manager - Accounting
Fairless	- Manager - Accounting
Gary	- Manager - Accounting
Mon Valley	- Manager - Accounting

USDG

PRESIDENT-USDG	
Asset Redeployment	- Senior General Attorney
Law Department	- General Counsel
Cyclone Fence	- General Manager
USX Realty Development	- President
USX Engineers and Consultants	- President
Administration & Group Comptroller	- General Manager - Administration & Group Comptroller

OTHER COMPANIES-USX

U.S.S. and Carnegie Pension Fund	- President
USX Foundation, Inc.	- General Manager
Apollo Gas Co.	- President
Carnegie Natural Gas Co.	- President
Essex Minerals	- President
U. S. Steel Mining Co., Inc.	- President
USX Portfolio, Inc.	- President
U. S. Steel Overseas Capital Corp.	- President
United States Steel International, Inc.	- President

01.000.0068
USX Corporation

A350
EXHIBIT B
Dec. 1, 1990

RECORDS RETENTION SCHEDULE

DIVISION, COMPANY OR OPERATIONS ______ LOCATION OR WORKS ______

DEPARTMENT ______ RESP. ______ SHEET ___ OF ___

CLASS OR TITLE OF RECORD	RETENTION INDEX NO. **	FORM NO. (IF ANY)	TOTAL RETENTION PERIOD (YEARS)	REMARKS

* — *INDICATES REVISION*

DATE ESTABLISHED ______ DATE REVISED ______

** — DISPLAY 4-DIGIT CODE FROM APPENDIX 1 — IF CODE IS NOT AVAILABLE OR APPLICABLE, LEAVE BLANK

USX Corporation

RECORDS RETENTION SCHEDULE

_______________ Division Dept. _______________ Sheet ___ of ___

IDENTIFICATION OF RECORD			RETENTION PERIOD (Years)				REMARKS
FORM OR REPORT NO.	NAME OR TITLE	RETENTION INDEX NO. **	IN DEPT.	LOCAL STORAGE	ARCHIVES	APPROVED TOTAL	

*INDICATES REVISION **DISPLAY 4-DIGIT CODE FROM APPENDIX 1 — IF CODE IS NOT AVAILABLE OR APPLICABLE, LEAVE BLANK

APPROVED _______________ DEPT _______________ LAW _______________ TAX _______________ RECORDS MGMT DATE ESTABLISHED _______________ DATE REVISED _______________

HOW TO PREPARE:

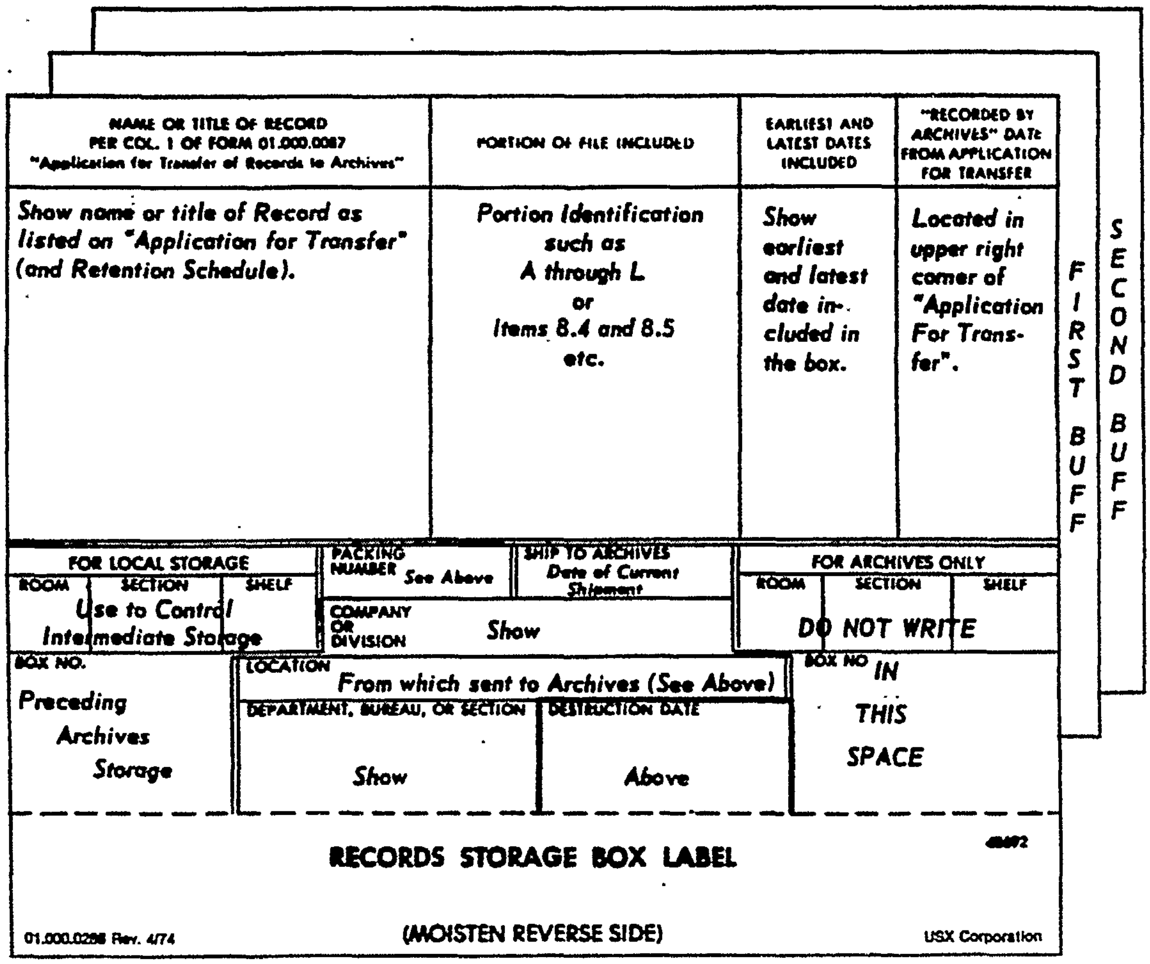
Before securing top of box with tape, assign a packing box number starting with 1, perpetuating this serial sequence each time you send records to Archives. (Continue your existing sequence if you have one.) See Manual Page II-G-2-b — Paragraph 8.

Type a 3 part label set for each box, identifying contents on label as shown. No more than one label is to be applied to any box. For boxes with unrelated contents, see Manual Page II-G-2-g and Exhibit D for local manifest requirements.

Packing Number: Show serial packing box number you assign to this box.

Location: Building, Room Number, Works Name, Sales Office, etc., from which sent.

Destruction Date: Show here December and the year in which record reaches destruction date. Compute by starting with January 1 of year following preparation or receipt of record. Count number of years required by retention schedule. Show December 19XX. Example: Assume record was made in July, 1972, and a 5 year retention is provided. 1973 becomes first year, 1977 the fifth. Mark December, 1977 as destruction date. See Manual Page II-D-6 and 7.



HOW TO USE:

Affix white original to box (invisible glue on reverse side):

#13 Box — Center on 13" side vertically and horizontally. When two labels are required center the "Two-up" set.

#15 & #17 Box — Center on 12-1/2" side vertically and horizontally.

Sending labels to Archives (Paragraph G-2-g):

Send first buff copy of label in one envelope to Archives at time of transfer, retaining bottom buff copy temporarily as follow-up. Archives will return first buff copy to you showing their storage location in lower right "For Archives Only" section.

Save these for your permanent record, destroying the follow-up copy. Your permanent label file is your record showing the actual location of your records in the Archives. Cross reference your Manifest control in line with Paragraph G-2-g.

EXHIBIT D
Dec. 1, 1990

duplicate locally as needed

Packing Box Number ____________________
Archives
Identification ____________________
Room, Section, Shelf, Box No.
Date Sent to Archives ____________________
Destruction Date ____________________

MANIFEST

DATE OF RECORD	IDENTIFICATION OF RECORDS AND FILES STORED IN BOX IDENTIFIED ABOVE

01.000.(
USX Corp. ...on

A950
EXHIBIT E
Dec. 1, 1990

SHOW THIS D...
COLUMN 4 OF ...

APPLICATION FOR TRANS... OF RECORDS TO ARCHIVES

RECORDED BY ARCHIVES: DATE ______

SIGNATURE *ARCHIVES WILL RETURN*

TITLE *ONE APPROVED COPY TO SUPERVISOR SHOWN AT BOTTOM LEFT*

DIVISION OR COMPANY *SHOW* DATE *TODAY*

LOCATION *SHOW* DEPT., DIV. OR BUREAU *SHOW*

APPROVAL IS REQUESTED FOR TRANSFER OF THE RCORDS DESCRIBED BELOW TO THE ARCHIVES:

NAME OR TITLE OF RECORD	RETENTION INDEX NUMBER RECORDS RETENTION SCHEDULE	FORM NO	SIZE SHEETS OR CARDS	TYPE OF BOX	ESTIMATED FREQUENCY OF REFERENCE	INITIAL TRANSFER TO ARCHIVES: NO. OF BOXES OR PKGS.	INITIAL TRANSFER TO ARCHIVES: DATE OF RECORD FROM	INITIAL TRANSFER TO ARCHIVES: DATE OF RECORD TO	SUBSEQ. TRANSF. NO. OF BOXES PER YEAR	RETENTION REQUIRED: IN OFFICE AND LOCAL STORAGE	RETENTION REQUIRED: IN ARCHIVES	RETENTION REQUIRED: TOTAL APPROVED RETENTION
(1)	(1A)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Show Name or Title of Record as listed on approved Retention Schedule.	*Display 4-digit code from Appendix 1 — If code is not available or applicable, leave blank.*	*Show where applicable.*	*Show 8½ x 11, 8½ x 14, Tab Card, or size of Basic Document if other than above.*	*Show #13, #15, or #17; if nonstandard package, show 3 dimensions.*	*Approximate with your best guess the likely average number of references you anticipate after record is in archives. (1/Y means 1 time per year, etc.)*		*These three columns refer to first shipment only.*		*Estimate here number of boxes per year for each item you expect to send in the future.*	*not be approved. (Maximum is "Review after 50 years", and is approvable only in most unusual circumstances.)*	*Column 12 is sum of Columns 10 plus 11, and is the number of years shown on approved Retention Schedule. "Permanent" will*	

REQUESTED BY:

SIGNATURE *ORIGINAL PLUS TWO YOUR SUPERVISOR SIGNATURE*

POSITION *YOUR SUPERVISOR TITLE*

DATE *DATE SIGNED*

SEND ORIGINAL PLUS ONE TO

APPROVED BY RECORDS MANAGEMENT REPRESENTATIVE:

SIGNATURE *SEE EXHIBIT A*

POSITION ______

DATE ______

IF APPROVED, REPRESENTATIVE WILL SEND BOTH COPIES TO

APPROVED BY RECORDS MANAGEMENT:

SIGNATURE ______

POSITION ______

DATE ______

IF APPROVED, BOTH COPIES WILL BE SENT TO ARCHIVES (ABOVE)

01.003.0364

EXHIBIT F
Dec. 1, 1990

PERMISSION TO SHIP RECORDS TO ARCHIVES

Date ______________________

To: Supervisor
Annandale Archives
USX Corporation
Boyers (Butler County), PA

Please grant permission to ship ______________ boxes of records on

____
DATE

These records are to be shipped via ______________________________

____

____

Remarks: ______________________________

____

____
SIGNATURE AND POSITION TITLE

____
(FILL IN YOUR OWN ADDRESS BELOW)

To: ______________________ Date ______________________

____

____

____

☐ Approval to ship on above date is granted.

☐ Suggest shipment be made on ______________________________

Note: All shipments must be Prepaid.

Make certain all shipments arrive at Archives on working days between 8 a.m. and 3 p.m.

Remarks: ______________________________

____

____
SUPERVISOR, ANNANDALE ARCHIVES

NOTICE OF TEMPORARY DELAY OF DESTRUCTION OF RECORDS

HOLD REFERENCE NUMBER

Hold Reference Name ______________________________

Until further notice, the responsibilities indicated are requested to defer destruction of the specific records which cover the transactions during the period shown.

With respect to records stored locally, the local custodian involved is to be advised at once of this notice.

With respect to records stored at the archives facility, by policy no records are destroyed without prior notice. Such notice is furnished annually in November for records expiring Dec. 31 each year. Full instructions appear on that annual notice to enable compliance at that time of the request made herewith.

RESPONSIBILITIES INVOLVED:

DESCRIPTION OF RECORDS:

GENERAL

SPECIFIC

PERIOD OF TRANSACTIONS:

REASON FOR REQUEST:
- ☐ *Corporate Litigation in Process*
- ☐ *Unresolved Tax Settlement*

AUTHORIZED BY:

DATE	NAME	TITLE

LEAVE BLANK

NOTICE OF MODIFICATION OR RELEASE

Normal Retention/Destruction Practice should now be resumed for the following:

NAME	TITLE	DATE

01.000.0458 REV. 1191

USX CORPORATION

RECORDS DESTRUCTION CONTROL NO. ________

NOTICE OF INTENT TO DESTROY RECORDS

TO:

FROM: USX CORPORATION
ANNANDALE ARCHIVES
BOYERS, PA 16020

January 1, 19____, is the authorized destruction date of your records listed on attached pages numbered ______ through ______ which we are furnishing to you in duplicate. Destruction of the listed boxes may be delayed if you so advise per instructions 2, 3, or 4 below. Your options are as follows:

1) All records are to be destroyed. Check square 1 below.

2) On the attached list circle in red only those box numbers whose destruction must be delayed to comply with requests from the Law and Tax Departments per attached "Notice of Temporary Delay of Destruction of Records". Indicate the applicable "Hold Reference Number" on each affected page of the list. Should a page have circled box numbers for two or more "Holds", indicate which boxes apply to each "Hold". You will be advised when each "Hold" is lifted or modified. Check square 2 below.

3) Should boxes be listed for destruction for which a destruction date needs to be revised to bring it in line with an approved Department Retention Schedule, address a letter of request to "Records Management", identifying the box and its contents as shown on the attached list, and refer to the applicable approved Department Retention Schedule entry. Send this letter of request along with the response copy of this list to the Records Retention Administrator for review. After your request is processed, you will be advised of the action taken. Changes of this kind are primarily correction of incorrect destruction dates and are not to be confused with temporary delays of destruction ("Holds") due to pending litigation or unresolved tax settlements described in instruction 2 above. Check square 3 below.

4) Should boxes be listed for which a destruction delay is being requested for any other reason, a letter proposing a new destruction date and listing the compelling reasons for this destruction delay should be attached and sent to the Records Retention Administrator for review. After your request is processed, you will be notified of the action taken. Destruction of the appropriate boxes will be deferred until the review is completed. Check square 4 below.

If square 1 or 2 is checked, sign and return one copy with necessary attachments within 30 days of this notice to:

Supervisor, Annandale Archives,
Boyers, PA 16020.

This response is to be made even though no delays of destruction are being requested.

If square 3 and/or 4 is checked, sign and return one copy with the necessary letter and attachments to:

Records Retention Administrator
Room 1412, 600 Grant St.

NOTE: ADVISE ARCHIVES AT ONCE OF ITEMS ON THESE LISTS THAT ARE NOT YOURS SO THAT ARCHIVES CAN FORWARD THEM TO THE PROPER PARTY.

________________ DATE OF NOTICE

________________ SUPERVISOR, ARCHIVES

(Place x in applicable square and forward with copy of list and attachments, as requested, to the appropriate designee before December 31.)

☐ 1) To the best of our knowledge no Law or Tax "Holds" apply to the boxes listed. All records should be destroyed in line with instruction 1 above.

☐ 2) Boxes have been circled for Law and Tax "Holds" furnished us, and appear on the following pages in line with instruction 2 above.

☐ 3) A letter of request for correction in date of destruction of certain boxes is attached in line with instruction 3 above.

☐ 4) A letter of request for a destruction delay until the date specified and for reasons indicated is attached in line with instruction 4 above.

________________ DATE OF REPLY

________________ SIGNATURE ________________ PRINT NAME

________________ TITLE — DEPARTMENT AND/OR DIVISION

0. 600 0.7

RECORDS REACHING AUT. IZED DESTRUCTION DATE

CONTROL NO.__________ PAGE ___OF ___

NOTE. ADVISE ARCHIVES PROMPTLY OF ITEMS FOR WHICH YOU HAVE NO RESPONSIBILITY.
CIRCLE IN RED only such box numbers that should NOT be destroyed because of Corporate Litigation, Tax Settlement, or such other reason as indicated on Form 01.000.0458 attached in line with instructions thereon. ALL UNCIRCLED ITEMS WILL BE DESTROYED COMMENCING JANUARY 1, ____ .

ARCH. REF	COMPANY DIVISION – DEPT	DATE AND RECORDS DESCRIPTION	ROOM	SECTION	SHELF	BOX NUMBERS

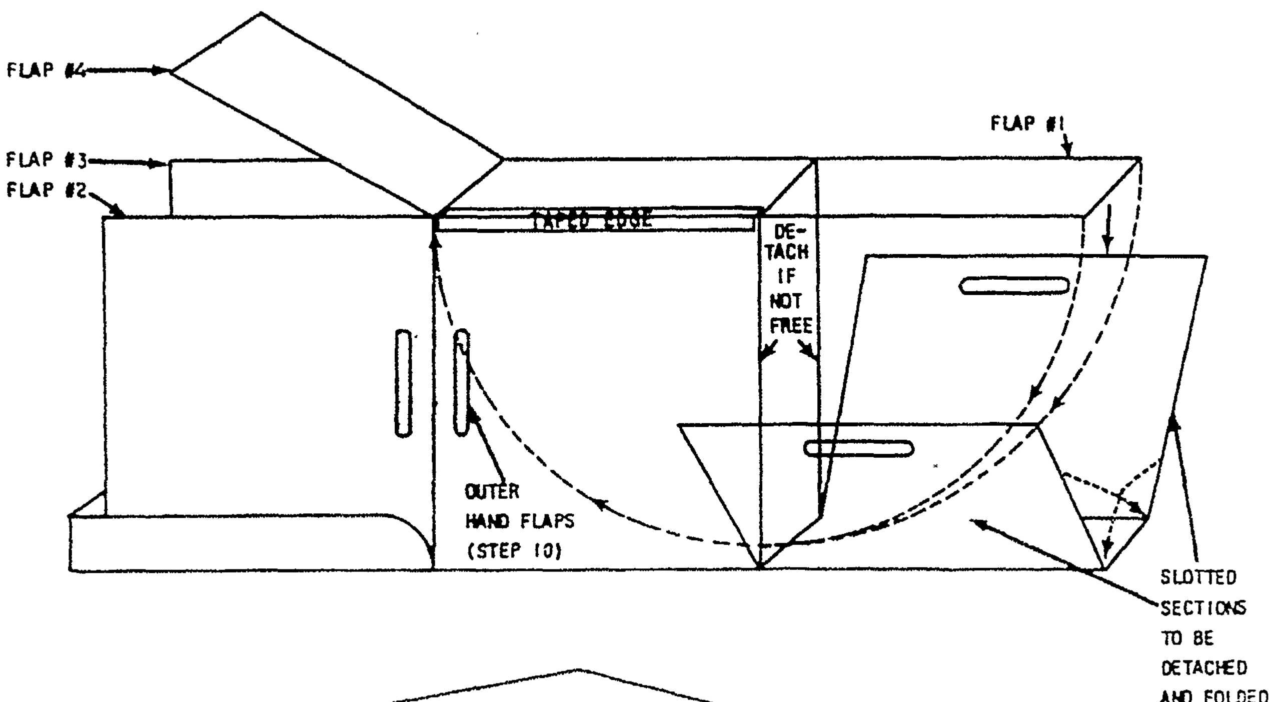
A950
EXHIBIT I
Dec. 1, 1990

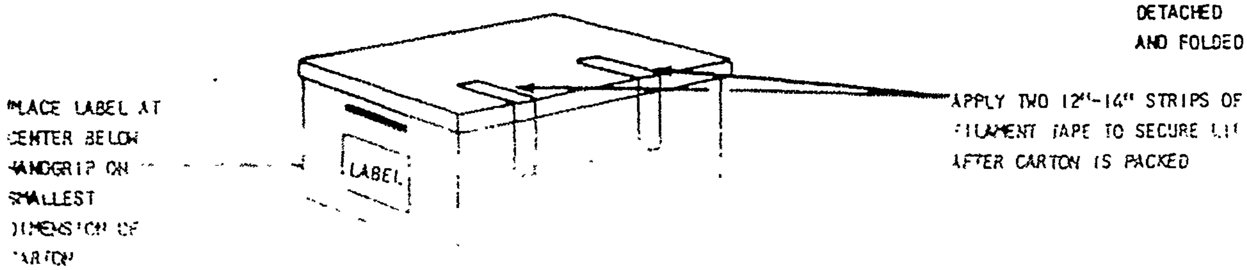
For Archives use only: 14:______ 15:______ 16:______ 17:______ 18:______

A950
EXHIBIT J
Dec. 1, 1990

ASSEMBLY INSTRUCTIONS FOR STANDARD RECORD STORAGE CARTON

Step 1. Place unit on table with taped side up.
2. Turn unit so that narrow slits are at left and on bottom.
3. Open center section to upright position.
4. Fold upper right flap (#1) underneath center section.
5. Detach the upright slotted sections at right side from center section and fold down (thus ⁄ \). Lift the main body of carton over the folded right section.
6. Holding flap #1 (See Step 4) to right side wall, raise slotted sides at bottom of carton to upright positions.
7. Fold flap #1 to bottom.
8. Fold upright slotted flaps (#2 and #3) into body of carton, aligning handgrips.
9. Fold upright right flap (#4) into body of carton.
10. Press outer hand-flaps through slotted sides to form handgrip.
11. Position box so that upright lid is flat on table.
12. Raise rounded edges inward, folding the unrounded end to line of narrow slit (both sides).
13. Double fold tabbed edge over the unrounded end of Step 12, inserting tabs into narrow slot.
14. Fold lid across carton.
15. See diagram at bottom for label position and securing lid after packing.





MASTER RECORDS RETENTION SCHEDULE - TABLE OF CONTENTS

MASTER RECORDS RETENTION SCHEDULE - TABLE OF CONTENTS (Continued)

The basic control mechanism of the USX Corporation Records Management program is the approved Department Retention Schedule (see Section II of the procedure). By definition the Retention Schedule is a roster by department of identifiable documents applicable to the work area for each of which a retention period has been approved. As such it performs the following functions:

a. Provides evidence of a controlled program should a court require submission of records. The courts will accept an up-to-date Records Retention Schedule as a basis for establishing the availability of the Corporation's records.

b. Permits an accurate, dependable overview of available records.

c. Acts as a directive to the department in dealing with its files both with respect to aging, packing, labelling, storing and destroying records.

d. Provides the basis for periodic movement of records into local intermediate storage or to archives.

e. Provides the basis for securing permission to use archives.

f. Permits a restatement in terms of retention period of all records already in intermediate storage or in archives.

The Retention Periods as provided give uniform, coordinated, dependable periods not only for preservation of essential records, but also enable determination of earliest possible date for their destruction. To that end the Master Records Retention Schedule is indexed into the 30 broad functions that records serve. Each function in turn is subdivided into indicative categories describing and, where possible, identifying specific forms for which retention periods are furnished.

The records listed under each of the functional categories, however, are not an exhaustive or prescriptive list for any department. A given department is likely to find retention periods for its records on any of the 30 functional pages of Appendix 1. The retention periods listed therein are, furthermore, indicative only for the record or class of records specified. Many more forms and records exist than those listed. Use Appendix 1 as a guideline only. If when preparing your Departmental Records Retention Schedule you encounter a record not shown on Appendix 1 nominate a retention period reflective only of your own department's actual need.

MASTER RECORDS RETENTION SCHEDULE - TABLE OF CONTENTS (Continued)

Do not anticipate the needs of other departments at that time. Consideration will be given to Law and Tax needs at the time your list is submitted for approval.

Destruction date of a given record is determined by starting with January 1 of the year following preparation or receipt of a record, and counting the number of years required by the retention schedule, and arriving at a December 19xx date. (Example: assume the record was made in July 1990, and a seven year retention is specified. 1991 becomes the first year, 1997 the seventh. Thus December 1997 is the destruction date. Destruction date should always be a December date wherever the Master Records Retention Schedule shows years. In the few cases where retention periods are expressed as months or in fractions of a year, the month which completes the period becomes the month stated in the destruction date.)

Refer to Section II.B of the procedure for a complete discussion of Retention Schedules.

SUBJECT: RECORDS MANAGEMENT	NUMBER: A950 PAGE: 1 EFFECTIVE DATE: 12/1/90

FUNCTION OR ACTIVITY: ACCOUNTS PAYABLE - 1

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Payables Invoices (from vendors, contractors, etc.)	7		0010
Settlement Paper Supportive of Payment	7		0020
Receiving Report	3		0030
Purchase Order Copy	7		0040
Bill of Lading (inbound)	3		0050
NOTE: When one or more of these items are attached to Accounts Payable file, the entire file is saved 7 years.			
Freight Settlements and Associated Paper, including Freight Claims and Settlements, and Demurrage	7	See Function #29 for demurrage	0060
Voucher Remittances	7		0070
Debit and Credit Memos	7		0080
Loss and Damage, and Freight Rate Claims	7		0090
Expense Statements			
Original Copies Supporting Payment	7		0100
Duplicate Copies - (These are not corporate records but employee convenience paper only.)	-		0110
Request for Voucher Checks	1	Local storage only	0120
Remittance Clearance of Deductions made from Payroll	7		0130
Closing Journals and Related Reports	7		0140
Working Funds	7		0150

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual" issued effective April 1, 1975. The "Retn. Index No." has been added.

SUBJECT: RECORDS MANAGEMENT	NUMBER: A950 PAGE: 2 EFFECTIVE DATE: 12/1/90

FUNCTION OR ACTIVITY: ACCOUNTS PAYABLE - 1

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Interworks Clearance Account 17.20.1.10 - General Office	7		0160
Interworks Clearance - All Other	1		0170
Control Paper, including gate passes, covering: 1. Reels, drums, pallets, and other containers returnable to vendors for credit. 2. Company-owned equipment sent out for repair, or leased or loaned to others. 3. Materials or items owned by others leaving company property. 4. Miscellaneous Sales of equipment or material sold as surplus, scrap, etc.	-	See Function #26	0180

NOTE The retention periods of each function or activity are unchanged from the "Records Management Manual," issued effective April 1 1975 The "Retn Index No " has been added

FUNCTION OR ACTIVITY: APPROPRIATIONS - 2

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Approved Appropriation Requests		ALL ITEMS AFTER CLOSE	
1. Requests for Appropriations and Supplemental Data Sheets			
2. Appropriation Estimate Papers			
3. Notices of Change in Plans			
4. Commercial Evaluation Statements			
5. Distribution of Expenditures			
6. Financial Change Statements			
7. Depreciation Change Statements			
8. Engineering Drawings			
9. Authorization or Signature Sheets			
10. Detail of Retirements			
11. Other Appropriation Paper:			
Headquarters' Control Copy	25		0190
All Other Copies	3		0200
Approved Authorization Requests			
1. Transactions involving surplus property, retirements, and miscellaneous property contributions.			
2. Transactions for leases, rights of way, option agreements, new ventures, loans and other uses of Corporation credit, etc.			

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual," issued effective April 1, 1975. The "Retn. Index No." has been added

FUNCTION OR ACTIVITY: APPROPRIATIONS - 2

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Approved Authorization Requests (Continued)			
3. Transactions involving commitments of property to outside parties, with or without power of eminent domain, for minerals, leases establishing easements, rights of way, etc.			
4. Transactions involving support agreements (leaving minerals in place) to protect surface facilities from damage due to subsidence, etc.			
5. Transactions involving Service Contracts, Patents and Trademarks, Ordnance Contracts, Rental Agreements, etc.:			
Headquarters' Control Copy	10		0210
All Other Copies	3		0220
Long Range Planning			
1. Project Summary Records	3		0230
2. Appraised Financial Change Records	3		0240
Appropriation Accounting			
Construction Ledgers	25		0250
Status Reports			
1. Forecasted Expenditures and Transfers to Base	3		0260
2. Financial Change Comparison	3		0270
3. Forecasted vs Authorized Expenditures	3		0280

NOTE The retention periods of each Function or Activity are unchanged from the "Records Management Manual " issued effective April 1 1975 The "Retn Index No has been added

FUNCTION OR ACTIVITY: APPROPRIATIONS - 2

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Status Reports (Continued)			
4. Progress Reports	10	Central C & S copy 5 years	0290
5. Engineers Reports and Follow-up Reports	3		0300
6. Summary Reports	10		0310

NOTE The retention periods of each Function or Activity are unchanged from the 'Records Management Manual' issued effective April 1, 1975. The "Retn. Index No." has been added

FUNCTION OR ACTIVITY: BILLING & RECEIVABLES - 3

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Receivables Invoices	7		0320
Billing Paper Supportive of Invoice			
Sales Production Order	5		0330
Loader's Tallies	3		0340
Bill of Lading Copy	3		0350
Gate Passes covering miscellaneous sales of equipment or material sold as scrap, surplus, etc.			
NOTE: When one or more of these items are attached to Receivables Invoices file, the entire file is saved 7 years.			
Invoice Register/Invoice Input Listing	7		0360
Debit and Credit Memoranda	7		0370
Price Cards - Pittsburgh Service Center Price Distributing Unit	5	After Obsolescence	0380
All Other Local Billing Units	-	As long as active	0390
Claim Records (Folders)	7		0400
Remittances	7		0410
Application Statements - Ledger Sheets	7		0420
Intercompany Clearance Register	1/2		0430
Intercompany Settlement Register	1/2		0440
Outbound Prepaid Water Transportation - Barge Files and Records	3		0450

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual" issued effective April 1, 1975. The "Retn. Index No." has been added.

SUBJECT: RECORDS MANAGEMENT	NUMBER: A950 PAGE: 2 EFFECTIVE DATE: 12/1/90

FUNCTION OR ACTIVITY: BILLING & RECEIVABLES - 3

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Customer Contracts - Credits for Special Rolls Sections	2	After completion	0460
Closing Journals and Related Reports	7		0470
Trade Receivable Statistics	5		0480
Month-end Report of Cash and Sales - Cumulative	7		0490
Supplemental Aging Report	2		0500

NOTE. The retention periods of each Function or Activity are unchanged from the 'Records Management Manual' issued effective April 1 1975 The "Retn Index No" has been added

FUNCTION OR ACTIVITY: CORPORATE & FINANCE - 4

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Corporate			
Existing Companies - Active Records:			
Articles of Incorporation	-		0510
Minutes - Directors' Meetings	-		0520
Stockholders' Meetings	-		0530
Major Committees	-		0540
Bylaws	-		0550
Qualifications to transact business	-		0560
Reports to Stockholders	-		0570
S. E. C. Filings	-		0580
Lists of Voting Stockholders	1	After next Stockholders' Meeting	0590
Companies No Longer In Existence:			
Articles of Incorporation	25		0600
Minutes - Directors' Meetings	25		0610
Stockholders' Meetings	25		0620
Major Committees	25		0630
Bylaws	25		0640
Qualifications to transact business	25		0650
Reports to Stockholders	25		0660
S. E. C. Filings	25		0670
Finance			
Bond Registers	50		0680
Bonds Cancelled	50		0690
Bond Sales and Transfers	28		0700
Issuance of Securities	50		0710
Capital Stock Certificates Cancelled	28		0720
Capital Stock - Sales or Transfers	28		0730

NOTE: The retention periods of each Function or Activity are unchanged from the 'Records Management Manual' issued effective April 1, 1975. The "Retn. Index No." has been added.

FUNCTION OR ACTIVITY: CORPORATE & FINANCE - 4

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Finance (Continued)			
Dividend Records:			
Check Register	7		0740
Cancelled Checks	7		0750
Bank Statement - Dividend Account	7		0760

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual," issued effective April 1 1975 The "Retn Index No" has been added.

FUNCTION OR ACTIVITY: COST & STATISTICS - 5

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Sales Statistics			
Reports of Orders Entered, Changes and Cancellations, Backlog, and Billed Statistics	5		0770
Shipments to Selected Customers	1		0780
Statement of Proceeds and Standard Cost	7		0790
Sales Deductions, Allowances and Claim Losses	5		0800
Statement of Selling Expense	5		0810
Statement of Warehouse Activity	5		0820
Quality and Service Reports	2		0830
Customer Summary Detail	7		0840
Traffic Statistics	5		0850
Production and Disposition of Blast Furnace Slag	5		0860
Production Statistics			
Order Promise Performance - A & S Division Copy	5	For source data, see Function #18	0870
Recipients of Completed Report	-	Current Issue Only	0880
Production (Coal, Coke, BF Steel, Steel Products, et al):			
Weekly Reports	1		0890
Monthly and Quarterly	2		0900
Annual	5		0910
Stocks and Consumption of Materials	5		0920
Standard Handbook Data	5		0930
Repair and Maintenance	5		0940
Cost Variances	5		0950
Claims	5		0960
Operating Statistics - Blast Furnaces, O.H., BOP, Sintering and Rolling and Finishing Mills	5		0970
AISI Production Statistics	5		0980

NOTE: The retention periods of each Function or Activity are unchanged from the 'Records Management Manual " issued effective April , 1975 The "Retn. Index No." has been added

FUNCTION OR ACTIVITY: COST & STATISTICS - 5

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Appropriation Statistics			
Progress Reports - A & S Division Copy	5		0990
Financial Results of Leases to Others	5		1000
Financial Results on Operating Service Contracts	5		1010
Forecasts	2		1020
Financial and Labor Statistics			
Purchase Statistics	5		1030
Inventory Reports	5		1040
Consumption - All Materials	5		1050
Engineering Costs	5		1060
Account Expense	5		1070
Statistical Labor Reports - Documents	5		1080
Work Force:	5		1090
Performance Incentive Plan	5		1100
Overtime	5		1110
Turnover	5		1120
Analysis of Personnel	5		1130
Safety	5		1140
Wage Rate Surveys	5		1150
Health	5		1160
Government and Outside Agencies			
Government Agencies:			
Bureau of Mines Reports	5		1170
Department of Labor - Federal and State	5		1180
Various State Agency Reports	5		1190

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual," issued effective April 1, 1975. The "Retn. Index No." has been added.

FUNCTION OR ACTIVITY: COST & STATISTICS - 5

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Government and Outside Agencies (Continued)			
Government Agencies: (Continued)			
Bureau of Census:			
Quadrennial Census Reports	5		1200
All Other Census	5		1210
All Other Government Agencies	5		1220
AISI - All Reports	5		1230
Duty Drawback Reports	5		1240
Other Outside Agencies	5		1250
International			
All types of statistical reports	5		1260

NOTE The retention periods of each Function or Activity are unchanged from the "Records Management Manual" issued effective April 1, 1975. The "Retn. Index No." has been added.

USX Accounting Procedures

APPENDIX 1

SUBJECT: RECORDS MANAGEMENT	NUMBER: A950 PAGE: 1 EFFECTIVE DATE: 12/1/90

FUNCTION OR ACTIVITY: ENGINEERING & RESEARCH - 6

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Engineering			
Appropriation Requests and Authorizations	-	See Function #2	1270
Environmental Control	-	See Functions #9 and #12	1280
Design			
Equipment and Property Drawings (control copy)	50	Review after 50 years	1290
Engineering Subject Files			
Active Files	-	Review annually and destroy useless material	1300
Inactive Files	-	See Function #25	1310
Purchase Orders for Equipment			
Repair and Maintenance	-	See Function #17	1320
Research			
Laboratory Notebooks	50		1330
Metallography Files	25		1340
Project Files - Active Files	-		1350
- Closed Files	25		1360
Fundamental and Applied Research - Subject Files: Active Files	-	Review annually and destroy useless material	1370
Inactive Files	3		1380

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual," issued effective April 1, 1975. The "Retn. Index No." has been added.

FUNCTION OR ACTIVITY: GENERAL LEDGER - 7

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Card of Accounts - Schedules of Accounts	-	See Function #27	1390
Standard Accounting Instructions	-	See Function #27	1400
Account Analysis and Control Documentation	7		1410
<u>Closings</u>			
Journal Entries	7		1420
Data In Support of Journal Entries	-	Key to the function served	1430
Interworks, Interdivision, Intercompany Clearance	1/2		1440
<u>Ledgers - General Books of Account</u>			
Division General Ledgers	50		1450
Subsidiary Ledgers	-	Key to the function served	1460
Works Summary Ledger	15		1470
Subsidiary Ledgers	-	Key to the function served	1480
<u>Reports and Statements</u>			
Works Input Statements (WSR and SR)	2		1490
Balance Sheet, Profit and Loss and Related Reports:			
Headquarters Copy	50		1500
All Other Copies	7		1510
Transfer and Relocation Expense	7		1520
Accounts Payable	-	See Function #1	1530
Accounts Receivable	-	See Function #3	1540

<u>NOTE</u>: The retention periods of each Function or Activity are unchanged from the "Records Management Manual" issued effective April 1 1975 The "Retn Index No" has been added

FUNCTION OR ACTIVITY: GENERAL LEDGER - 7

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Reports and Statements (Continued)			
Appropriation Control	-	See Function #2	1550
Insurance	-	See Function #9	1560
Inventory	-	See Function #10	1570
Property	-	See Function #19	1580
Tax	-	See Function #28	1590
Audit Reports			
Repetitive Internal - Audited Department Copy	5	After completion	1600
Public Accountants - Headquarters' Copy	50		1610
All Other	0	Local use only; no archives	1620

NOTE The retention periods of each Function or Activity are unchanged from the "Records Management Manual" issued effective April 1, 1975. The "Retn. Index No." has been added.

FUNCTION OR ACTIVITY: INDUSTRIAL ENGINEERING - 8

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Basic Standards and Related Papers	2		1630
Incentive Plans - Inactive Files	15		1640
Payroll Copy	-	See Function #14	1650
Periodic Reviews - Accounting Department	5		1660
- Industrial Engineering Department	5		1670
Job Description and Class - (Hourly and Salary) - Signed Copy	15		1680
Special Studies	10		1690

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual" issued effective April 1, 1975. The "Retn. Index No." has been added.

SUBJECT: RECORDS MANAGEMENT	NUMBER: A950 PAGE: 1 EFFECTIVE DATE: 12/1/90

FUNCTION OR ACTIVITY: INSURANCE & INSPECTION - 9

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Automobile Accident Liability			
Motor Vehicle Accident Notice	1		1700
Property Damage Accident Report	1		1710
Boiler and Pressure Vessel	10		1720
Fire and Windstorm	10		1730
Fidelity and Guarantee Bond	10		1740
General Liability - Public Liability	10		1750
Group Plans - Life, Sickness and Accident			
Program of Insurance Benefits	-	See Function #15.6	1760
Group Insurance Plan	-	See Function #15.7	1770
Workers' Compensation			
Active Files	-		1780
Inactive Files	27		1790
Basic Inspection Records			
Blocking and Loading	1		1800
Boiler and Pressure Vessel	2		1810
Crane and Crane Runway	2		1820
Elevator	2		1830
Environmental	2	See also Function #12	1840
Ore Bridge	1		1850
Product or Process	-	See Function #13	1860
Railroad Cars	1		1870
Shop Equipment	2		1880
Stocks	1		1890
Water	1		1900

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual" issued effective April 1 1975 The "Retn Index No." has been added

SUBJECT: RECORDS MANAGEMENT	NUMBER: A950 PAGE: 1 EFFECTIVE DATE: 12/1/90

FUNCTION OR ACTIVITY: INVENTORY - 10

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Material Accounting			
Records of Material Received	5		1910
Records of Material Used	5		1920
Records of Material Produced	5		1930
Adjustments of Material Records	5		1940
Returned Goods	5		1950
Records of Product Sold	5		1960
Records of Material Balance	5		1970
Physical			
Records of Actual Material on Hand	5		1980
Dollarization Records	5		1990
Comparison to Book Value	5		2000
Variances	5		2010
LIFO Accounting			
Summary of Inventories	5		2020
Physical Inventory Adjustments by Pools	5		2030
Summary of Material in Transit	5		2040
LIFO Acquisition Costs	5		2050
Variance on LIFO Materials Purchased or Transferred	5		2060
Reconciliation of Works LIFO Acquisitions	5		2070
Statistical Statement of Inventories	5		2080
Closing Journals and Related Reports	7		2090
Reports of Inventory Activities	5		2100
Spares and Replacement Parts Controls	1		2110

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual " issued effective April 1 1975. The "Retn Index No " has been added

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FUNCTION OR ACTIVITY: LEGAL - 11

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Memoranda of Law	25		2120
Subject Files			
Generally (except as listed here)	25		2130
Air Pollution	25		2140
Arbitration Cases - Open	-	Active Files	2150
- Closed	5		2160
Arbitration Awards	1		2170
Contracts - Open	-	Active Files	2180
- Closed	7		2190
Corporate - Structure - Existing Companies	-	Active Files	2200
- Companies no longer in existence	15		2210
Counsel	15		2220
Labor - (other subheadings except as listed here)	10		2230
Certification of Bargaining Units	30		2240
Agency Shop	15		2250
Duty to Bargain	15		2260
Flags of Convenience	15		2270
Intercoastal	15		2280
Negotiations	15		2290
Original Labor Agreements	50	Review	2300
Outside Companies	15		2310
Railroads	15		2320
Report to Unions	15		2330
River Transportation	15		2340
Savings and Vacation Plan	50		2350
Strike Policy	20		2360
Taft-Hartley Act	20		2370
Union Requests for Data	15		2380
United Mine Workers	15		2390
United Steel Workers of America	15		2400
Welfare Funds	15		2410
Work Stoppages	20		2420

NOTE: The retention periods of each Function or Activity are unchanged from the "Records Management Manual" issued effective April 1 1975 The "Retn Index No." has been added

FUNCTION OR ACTIVITY: LEGAL - 11

MASTER RECORDS RETENTION SCHEDULE (Continued)

Functional Description of Records	Retention Period (Years)	Remarks	Retn. Index No.
Labor - (other subheadings except as listed here)			
Leases - Open	-	Active Files	2430
- Closed	15		2440
Litigation - Open Cases	-	Active Files	2450
- Closed Cases	25		2460
Meetings and Conferences	15		2470
NLRB - Unfair Labor Practice Cases	15		2480
Patent and License Agreements	30		2490
Real Estate (indexed and nonindexed)	50		2500
Requests for information	15		2510
Stream Pollution	25		2520
Taxes	15		2530
Transportation	20		2540
Workers' Compensation - Open Cases	-	Active Files	2550
- Closed Cases	27		2560
Original Corporate Material (including Minutes, Merger Papers, Charters, etc.)	-	See Function #4	2570
Original Labor Agreements	50		2580
Patents			
Disclosures	17		2590
Dockets, Interferences, Original Letters Patent, and Assignments	50		2600
Foreign Dockets and Original Letters Patent	25		2610
Infringement Suits - Open	-	Active Files	2620
- Closed	30		2630
Opinions	50		2640
Patent and License Agreements - Open	-	Active Files	2650
- Terminated	30		2660

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