

VI - Destruction

N25328

0007-SWP-0387

SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: VI.1.1

SUBJECT: DESTRUCTION	DATE EFFECTIVE: 4/3/80	☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: POLICY	DISTRIBUTION: ALL MANUALS		

POLICY

The creation and retention of records within the Company represents an enormous investment in manpower, equipment and supplies.

In order to control and/or cut costs in this important area, the Company's policy is to systematically and promptly dispose of all records which no longer warrent retention, which will not hamper operations, and are no longer legally required.

Indeed, the fewer records around, the better the control of those that must remain.

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SUBJECT: DESTRUCTION	DATE EFFECTIVE: 4/3/80	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: RESPONSIBILITY	DISTRIBUTION: ALL MANUALS		

RESPONSIBILITY

The retention of obsolete records is costly. Such records should be destroyed in accordance with approved records disposal instructions. The destruction of records, however, is governed by law and Company regulations.

This authority for destruction is contained in the Company's records disposal schedules.

Records authorized for destruction should be destroyed promptly as soon as they become eligible. Non-record material should be destroyed instead of filing or as soon as it has served its purpose.

Regular, systematic destruction is not only the responsibility of Records Management, but every department head. This is so because many records, due to their activity or brief life, do not reach the Company's Record Centers.

Therefore, departmental heads must see to it that files are purged properly and regularly. All too often this important function is overlooked or deferred with the rationale that other "priorities" have to take precedent. Granted, there are occasions when this is true. Nevertheless, good total management dictates that proper records control, which includes files management and purging, is an essential function:

1. It prohibits office files from crowding people and equipment out of space;

2. It reduces the amount of time spent going through unused records when looking for current records;

3. It prevents unreasonable purchases of filing equipment for storage of obsolete or inactive records in the high cost office area; and

4. It avoids the possible embarrassment that might occur by retaining certain correspondence (see CORRESPONDENCE AND INTERNAL MEMORANDA - V.5.2).

Systematic destruction also maintains space availability for currently required records in record centers and record storage areas.

Considering that the annual operating costs of a four-drawer file, using one operator per each eleven four-drawer cabinets, costs $828 -- or $8.28 per filing inch, it behooves everyone to give this important function the attention it deserves.

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SUBJECT: DESTRUCTION	DATE EFFECTIVE: 4/3/80	☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORD CLASS	DISTRIBUTION: ALL MANUALS		

RECORD CLASS

Records are destroyed in accordance with the class in which they fall.

Top Secret and Highly Classified records must be destroyed by incineration, shredding or other authorized method of total destruction, and requires two of the Company's employees to be present, one witnessing the other, both having Top Secret clearance.

A certificate of destruction must be prepared, showing the identity of the document and date of destruction, and these two employees must sign it. These certificates are retained from 4 Years to Indefinitely, depending on the document destroyed. The fact that the document was destroyed must also be noted in control registers or lists.

IMPORTANT NOTE: Top Secret and Highly Classified Waste is to be destroyed as soon as possible. The waste, before it is destroyed, must be stored in accordance with the methods specified for each classification -- generally under tight security, or, in Cleveland Headquarters, the security of the Record Center Secretary's Cage.

Wastes include carbon paper, carbon ribbons, sketches, drafts, stencils, paper masters, etc.

Confidential records, except for a few exceptions, may be destroyed and witnessed by one authorized employee, rather than two. No destruction certificate is required, although the control registers or lists must be noted to show the date of destruction and the individual performing the task.

Other old records, non-confidential in nature or those that would serve no useful purpose to outsiders, may be destroyed by sale to a responsible scrap dealer who will promptly shred and bale the material, or recycle or burn the records. Under no circumstances should such records be left at the city dump to be destroyed at some vague future date.

Microfilm and microfiche that contains confidential information subject to Privacy Laws (i.e. any item about an individual, including, but not limited to, education, credit (accounts receivable, credit reports, etc.) banking, medical insurance, criminal, employment and personnel records, financial transactions, records that affords a basis for inferring personal characteristics, or things done by or to such individual); or confidential corporate records (i.e. formulas, stockholder lists, etc.) should be destroyed beyond use or identification by unauthorized parties.

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RECORD CLASS - continued

Silver film can be eradicated by soaking in common household liquid bleach (i.e. Clorox), photo bleach, or photographic fixer (i.e. glacial acetic acid), or by dissolving in methyl - ethyl - ketone or acetone. However, a word of CAUTION -- although all chemicals must be handled with utmost care, methyl - ethyl - ketone or acetone are highly inflammable and toxic -- extreme safety precautions must be taken to avoid fire hazards and provide adequate ventilation. Due to its safer characteristics and availability, liquid Clorox is the most preferred vehicle. Of the latter two, acetone is preferable. In fact, we do not recommend the use of methyl - ethyl - ketone except in our laboratories where safety conditions are practiced.

Vesicular film (common to COM microfiche) can be obliterated by stacking up to 1" of fiche on a cookie sheet and baking at 300 degrees for one hour.

Diazo film images (whether roll or microfiche) can be eradicated by soaking in acetone or methyl - ethyl - ketone, with acetone being preferred. Again, EXTREME CAUTION is called for in using either product.

Regardless of which chemical is used, we recommend that capped containers be used to avoid inhaling toxic, offensive vapors.

Pulverization is another means that provides a satisfactory way of destroying micro-images.

Generally, shredding is not an acceptable method of destruction -- due to the wide spacing an entire image may escape the cutter-bars.

NOTE: All film should be separated -- roll film unwound from reels -- to permit chemical contact with every image. Before disposing of the remains, inspect for total destruction.

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SUBJECT: DESTRUCTION	DATE EFFECTIVE: 4/3/80	☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: DESTRUCTION METHODS & CLEARANCE	DISTRIBUTION: ALL MANUALS		

DESTRUCTION METHODS

Because of present air pollution regulations, incinerators used for burning records must be equipped with smoke and residue consumption devises. Therefore, unless the incinerators are properly equipped, this method should be shunned.

Other destruction methods include sale, shredding and baling, and recycling (as previously mentioned), also maceration and pulverization.

Cost saving tip: it may be advantageous to use shredded records for use in packing fragile items.

CLEARANCE TO DESTROY

All obsolete, routine and non-confidential records may be destroyed by any employee designated by the department head -- based upon established record retention schedules.

Confidential records should be destroyed only by responsible employees who have signed an employee "Agreement" form (see Exhibit VI.1.9). Employees of the Cleveland Records Management Department have executed the Agreement and are authorized to destroy confidential documents.

It is recommended that site managers follow this procedure so that confidential records such as payrolls, personnel records, etc. are properly protected and Privacy Laws are not violated.

Top Secret and Classified records should be destroyed only by those employees given security clearance by the Headquarters Director of Security.

The Company does not presently have, nor anticipate, records falling within this classification. However, these instructions are stated in the event that such records might be created sometime in the future.

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SUBJECT: DESTRUCTION	DATE EFFECTIVE: 4/3/80	☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PROCEDURE	DISTRIBUTION: ALL MANUALS		

PROCEDURE

FILE CUT-OFF AND RECORDS DISPOSAL

1. Reminders:

   A. Cut off files annually.

   B. Dispose of records promptly in accordance with records disposal schedule.

2. File Cut-Off: Files are cut off or broken periodically in order to speed filing, facilitate reference to current files, and simplify transfer and preservation or destruction of inactive records. To cut off or break files, a file series is terminated arbitrarily on a given date or after a specified event or action, whichever is appropriate. A new file series is then begun. The inactive files may be transferred to less convenient and costly space. This breaking of files:

   A. Prevents accumulation of unmanageable collections of records.

   B. Simplifies the retirement and destruction of records in blocks.

   C. Facilitates reference to current files.

   D. Speeds filing of current material.

3. When to Cut Off Files: Specific cut-off periods should be established for each file series. This cut-off usually is made after one year. Sometimes, however, it is necessary to break certain files after the completion of a specified action or the occurrence of a particular event.

   A. Correspondence files, including subject, name and numeric files, readily lend themselves to an annual break. These files should be cut off at the end of the calendar year and a new file series begun. Budget and accounting records more logically may be broken at the end of the fiscal year -- of course, presently our fiscal year coincides with the calendar year.

   B. Case files often must be broken when action has been completed. Certain contract records, for example, are removed from the current file when final shipment under the contract is received; others are removed and transferred to the inactive file when final payment is made.

      Still other records, such as personnel folders, are removed from the current file on the occurrence of a particular event (e.g. when an individual is transferred or separated).

4. Continuity Cross Referencing: Sometimes it is necessary to remove material from the cut-off or inactive files and bring it forward to the current files to complete documentation of a continuing transaction. This brings together in the current file all material relating to a particular matter. When this is done, a cross-reference or continuity sheet is made and inserted in the cut-off files in place of the material removed.

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FILE CUT-OFF AND RECORDS DISPOSAL - continued

5. Disposal Schedules: These schedules list specific record series or types of records and tell what disposal action should be taken and when.

   Records disposal schedules provide for:

   A. Destruction of certain temporary records after a specified period of time.

   B. Transfer to Record Centers of temporary records to be held in storage pending eligibility for destruction.

   C. Transfer to Record Centers of records having indefinite or permanent value.

   D. Microfilming of certain records.

   Records transferred to the Record Centers may be requested when needed.

6. Destroying Records: see "Responsibility" -- this chapter.

7. Transferring Records: The following techniques will simplify records transfer:

   A. Screen file folders to weed out duplicate and non-record material.

   B. Establish procedures to prevent duplicate and non-record material from getting into the files in the first place.

   C. Do not hold out any material that belongs with the records being transferred.

   D. Avoid retirement of small quantities of material. Wait until a full carton is ready to transfer.

   E. Identify accurately files transferred. This will simplify future reference to transferred records.

REFER TO "RECORD CENTERS - VII.1" FOR THE PROCEDURE TO TRANSFER.

RECORDS DISPOSAL AUTHORIZATION

Disposal of records should occur at the expiration of the retention period of the records. When records are transferred to Record Centers or storage areas, the destruction date must be specified on the Records Transfer and Box Label form.

RECORDS DISPOSAL AUTHORIZATION - continued

Records due for destruction will be listed on the Records Disposal Authorization form -- Exhibit VI.1.10. The records are identified by location number, destruction or review date, box number, contents date.

The Authorization is sent to the department head whose records are scheduled for destruction. The department indicates approval for destruction by the department head's signature and date, or retained for an additional specified period of time if extraordinary circumstances warrant (e.g. pending litigation). Where necessary, special comments, instructions or remarks should be entered on the form (e.g. "to be shredded").

The completed form must be returned within 10 working days for the reasons shown on the Follow-Up form -- Exhibit VI.1.11.

At this point, it is the responsibility of the department whose records are due for destruction to note the destruction and date in their registers or lists.

The Record Centers will then carry out the destruction accordingly and make the necessary notation on their registers or lists. If further retention is required, the Record Centers' records will be changed to reflect the new retention period.

Record Disposal Authorization forms will be retained "Indefinitely" by the Record Centers Administrator.

SHERWIN WILLIAMS

EXHIBIT
VI.1.9
4/3/80

The Sherwin-Williams Company
101 Prospect Avenue, N. W.
Cleveland, Ohio 44115

AGREEMENT

As a condition of employment or continued employment and in consideration of payment of wages to me by THE SHERWIN-WILLIAMS COMPANY or any of its subsidiaries, (hereinafter called the "COMPANY"), and for other good and valuable consideration, I agree as follows:

While I am employed by the Company, I will not engage in any other business activity that may be detrimental to the Company.

I will not, during or subsequent to my employment, use for my own benefit or disclose to anyone other than an authorized representative of the Company, any information handled by me or coming to my attention that is restricted by governmental regulations and/or Company policy.

I understand that the restriction contained in this paragraph is designed to protect the lawful commercial interests of the Company. Furthermore, I understand that this is a continuing obligation during my employment by the Company and for a reasonable time period thereafter.

SIGNED this ____ day of _____, 19 __

_____

SIGNATURE

_____

WITNESSED BY:

13955

0007-SWP-038723

RECORDS DISPOSAL AUTHORIZATION

FORM 12827 9-77

DATE	VR/ALLOC

IMPORTANT NOTICE: Your following Departmental Records are due for review and/or destruction.

Your prompt approval for destruction, or advice regarding their disposition is requested.

D. E. SHOBE, Manager - Records Management

TO: _____

RETURN BY: _____

TO: D. J. KRANE

RECORDS MANAGEMENT - 9M

To return this form after completion, turn over and place in brown kraft window envelope.

BIN NUMBER	DESTRUCTION OR REVIEW DATE	BOX NUMBER	DESCRIPTION OF RECORD	CONTENTS DATE
			EXHIBIT - VI.1.10 4/3/80	

DESTRUCTION AUTHORIZED BY/DATE (DEPARTMENT HEAD)

DESTRUCTION CARRIED OUT BY/DATE

SPECIAL COMMENTS, INSTRUCTIONS OR REMARKS

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

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SUBJECT: DESTRUCTION	DATE EFFECTIVE: 4/3/80	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORDS DISPOSAL AUTHORIZATION FOLLOW-UP	DISTRIBUTION: ALL MANUALS		

DEAR RECORD CENTER USER:

DUE TO MANY FACTORS, RECORD CENTER STORAGE SPACE IS AT A PREMIUM.

IN ORDER TO SERVE ALL USERS AND PROPERLY LOCATE THEIR RECORDS, WE ARE REQUIRED TO DISPOSE OF ALL RECORDS ON ESTABLISHED DESTRUCTION DATES--EVERY THIRTY DAYS.

WE NEED EVERYONE'S COOPERATION IN APPROVING RECORDS DISPOSAL AUTHORIZATION NOTICES BY THE DATE NOTED THEREON. THIS WILL PROVIDE SPACE FOR NEW INCOMING RECORDS.

FAILURE TO DO SO CREATES A LOGJAMB IN THE RECORDS CENTERS AND PROHIBITS THE PLACING OF RECORDS IN IDENTIFIABLE LOCATIONS. THUS, THIS INCREASES THE CHANCE THAT VALUABLE DOCUMENTS COULD BE LOST -- POSSIBLY YOURS.

WE ASK YOUR COOPERATION IN PROCESSING THE RECORDS DISPOSAL AUTHORIZATION FORM--PROMPTLY! THANK YOU.

D. E. SHOBE
MANAGER - RECORDS MANAGEMENT

SHERWIN WILLIAMS

INTRA-COMPANY CORRESPONDENCE

RECEIVERS LOCATION AND DEPARTMENT

7 Midland Bldg.

TO (INDIVIDUALS NAME)

Harold Moldan- Records Management

REFER TO LETTER OF

DATE

April 9, 1990

SENDERS LOCATION, DEPARTMENT, AND TELEPHONE NUMBER

Tax Dept. 12 GH 2631

SUBJECT

Destruction of December 31, 1981 December 31, 1982 and December 31, 1983 Non-Permanent Tax Records.

The Sherwin-Williams Company is no longer required to retain records for calendar years 1981, 1982 and 1983. All non-permanent records pertaining to these years may be destroyed. The only state that requires a longer retention period is the State of Wyoming. Currently the State of Wyoming requires records to be maintained for 10 years.

Please take special precautions to assure that all permanent records are maintained. Permanent records that should be retained would relate to fixed assets and lifo inventory records.

If you have any questions or require additional information, do not hesitate to contact me.

Dennis J. Moir
Tax Audit Supervisor

10958

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SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: INSTRUCTIONS	DISTRIBUTION: ALL MANUALS		

ONE-PIECE STORAGE CARTON ASSEMBLY

INSTRUCTIONS

FOLD FLAP 1.

FOLD FLAP 2, KEEPING IN MIND THAT FLAP 2 WILL BE THE BOTTOM OF THE BOX.

FOLD FLAP 3a AND 4a INSIDE OF FLAP 1, SO THAT THEY REST ON THE BOTTOM, FLAP 2.

FOLD FLAP 1a AND 1b INSIDE OF FLAPS 3 AND 4. HANDLES WILL ALIGN.

FOLD FLAPS 3b AND 4b DOWNWARD INTO BOX, LOCKING TABS INTO SLOTS.

FOLD SIDE FLAPS OF LID, FOLDING ENDS AT RIGHT ANGLES.

FOLD REMAINING FLAP TWICE, LOCKING TABS INTO SLOTS.

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CORPORATE RECORDS MANAGEMENT MANUAL

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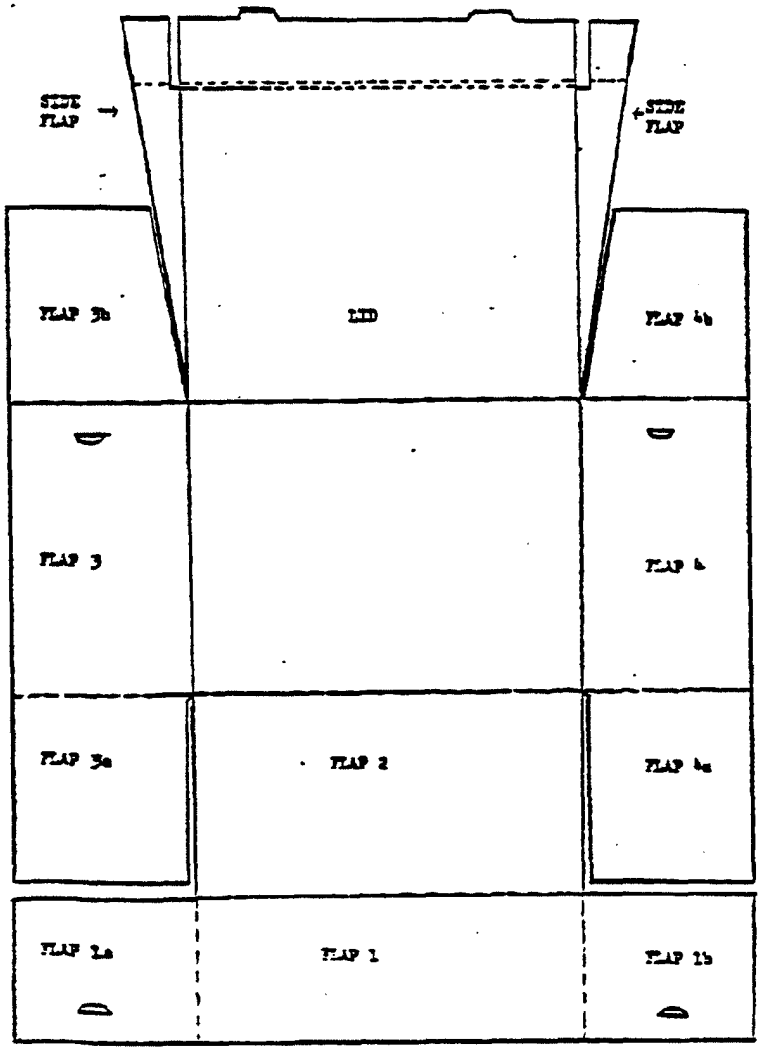
SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	☐ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: CARTON ASSEMBLY	DISTRIBUTION: ALL MANUALS		

ONE-PIECE STORAGE CARTON ASSEMBLY



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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: EXHIBIT VII.1.12

SUBJECT:	DATE EFFECTIVE:		REPLACES:
RECORD CENTERS - CLEVELAND	5/11/79	[X] NEW ISSUE [ ] REVISED	DATE:
SUB-SUBJECT: RECORD STORAGE CONTAINER LID	DISTRIBUTION: ALL MANUALS		

DETAILS FOR ASSEMBLY OF RECORDS STORAGE CONTAINER LID

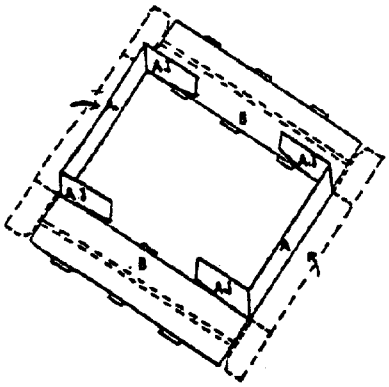

FIG 1

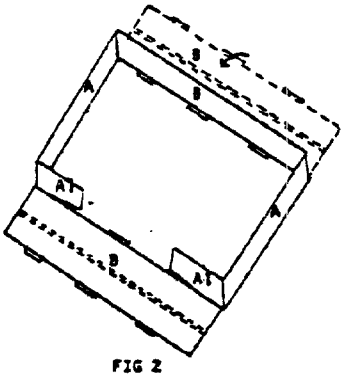

FIG 2

INSTRUCTIONS

1. Place unassembled lid on a flat surface, scored lines up.
2. Bend both end panels (A) upright along scored lines, folding flaps (A1) at right angles in toward center of lid. (Fig.1)
3. Bend one side panel (B) along score lines; then fold side panel (B) over flaps (A1) and into inside of lid. (Fig.2)
4. The tabs on side panel (B) should lock into scored areas on the inside of the lid. (Fig. 2)
5. Rotate lid and assemble remaining side panel (B).

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

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SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORD STORAGE CONTAINER	DISTRIBUTION: ALL MANUALS		

DETAILS FOR ASSEMBLY OF RECORDS STORAGE CONTAINER

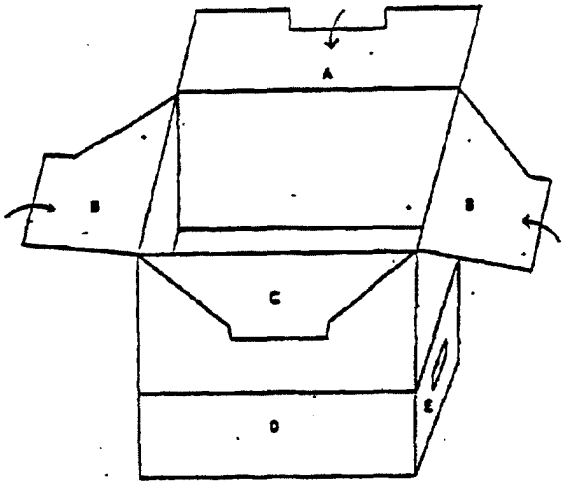
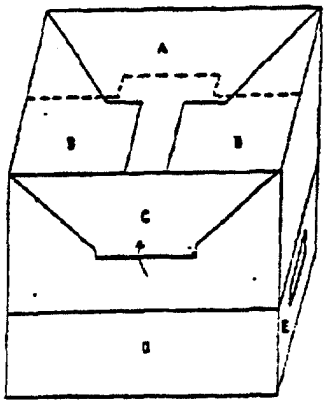
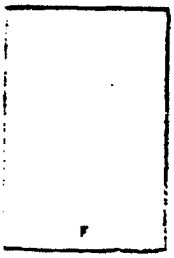


FIG 1



INSTRUCTIONS

1. Place unassembled carton upside down; square carton and set flaps (A), (B), and (C) erect. (Fig 1)
2. Bend and fold flap (A) into bottom of carton. (Fig 2)
3. Bend and fold flaps (B) over flap (A). (Fig 2)
4. Bend and fold flap (C) over flaps (A) and (B); push flap (C) down into center of carton; flap (C) should lock in under flap (A). (Fig 2)
5. Turn carton over and bend and fold flaps (D) into carton. Newer boxes do not have flaps D and E.
6. Bend and fold flaps (E) into carton.
7. Place box reinforcement pad (F) in bottom of box.



Box Bottom Reinforcement

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SHERWIN WILLIAMS

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SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORD CENTER REQUEST	DISTRIBUTION: ALL MANUALS		

RECORD CENTER REQUEST

FORM 10946 REV. 10-77

[ ] PHONE [ ] VISIT [ ] MAIL

DATE OF REQUEST	REQUESTED BY	VR AND ALLOCATION	PHONE NO.

DEPARTMENT	DEPT. LOCATION

RECORD REQUEST

RECORD TITLE, DESCRIPTION OR SERIAL NUMBER	RECORD DATE	REFILE DATE

BIN NUMBER	BOX NUMBER	TYPE OF RECORD REQUESTED
		[ ] RECORD COPY [ ] PHOTO COPY [ ] MICROFILM COPY

BOX REQUEST

[ ] PICK-UP	NUMBER OF BOXES	[ ] DELIVERY
[ ] STORAGE [ ] DISPOSAL [ ] SHRED		[ ] LIDS [ ] INSERTS
* (RECORDS TRANSFER & BOX LABEL FORM MUST ACCOMPANY REQUEST)		

IMPORTANT: When an entire box of records is charged out, upon return, it is necessary to submit a new Transfer List & Box Label as a new location number will be assigned.

COMMENTS:	MESSAGE REC'D BY	SERVICE COMPLETED BY
	TIME REC'D	TIME COMPLETED

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: EXHIBIT VII.1.9

SUBJECT:	DATE EFFECTIVE:	☐ NEW ISSUE	REPLACES: VII.1.9
RECORD CENTERS - CLEVELAND	10/25/84	☒ REVISED	DATE: 3/1/83
SUB-SUBJECT:	DISTRIBUTION:		
CORRECTION NOTICE	ALL MANUALS		

THE FOLLOWING ENTRIES WERE INCORRECT OR OMITTED FROM THE RECORDS TRANSFER & BOX LABEL FORM. PLEASE CORRECT OR COMPLETE AND RETURN THE FORM TO THE RECORDS CENTER _____.

- ☐ VR - ALLOCATION or DIVISION - PROFIT or COST CENTER
- ☐ DEST. DATE (Both month and year must be shown, eg. 978 or 9 78)
- ☐ SECTION (i.e. Department Name, or section of large department, e.g. Sales and Use Tax--a section of the Tax Department)
- ☐ DEPT. BOX NO. (See "Secretary's Manual" for instructions on sequential numbering of boxes or the Records Management Manual--Records Centers - VII.1.2 or VII.1.5)
- ☐ CONTENTS DESCRIPTION (Brief, but readily understandable title of records -- common abbreviations may be used if necessary)
- ☐ CONTENTS DATE (The specific period(s) covered)

NOTE: ONLY ONE LETTER OR NUMBER PER BLOCK. LABELS ON END OF BOXES ONLY - NOT ON LIDS.

If questions remain regarding the proper preparation of this form, after referring to the "Secretary's Manual" or the "Records Management Manual", contact the Records Center on:

Midland, Guildhall Buildings: Extension 2227

Terminal Tower: Extension 3298

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SHERWIN WILLIAMS	CORPORATE RECORDS MANAGEMENT MANUAL	INDEX: EXHIBIT VII.1.8
SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORDS DISPOSAL AUTHORIZATION	DISTRIBUTION: ALL MANUALS	

RECORDS DISPOSAL AUTHORIZATION

FORM 12527 9-77

DATE | VR/ALLOC

IMPORTANT NOTICE: Your following Departmental Records are due for review and/or destruction.

Your prompt approval for destruction, or advice regarding their disposition is requested.

D. E. SEOSE, Manager - Records Management

TO:

RETURN BY:

TO: D. J. KANE

RECORDS MANAGEMENT - 9M

To return this form after completion, turn over and place in brown kraft window envelope.

BIN NUMBER	DESTRUCTION OR REVIEW DATE	BOX NUMBER	DESCRIPTION OF RECORD	CONTENTS - DATE

DESTRUCTION AUTHORIZED BY/DATE (DEPARTMENT HEAD)

DESTRUCTION CARRIED OUT BY/DATE

SPECIAL COMMENTS, INSTRUCTIONS OR REMARKS

SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

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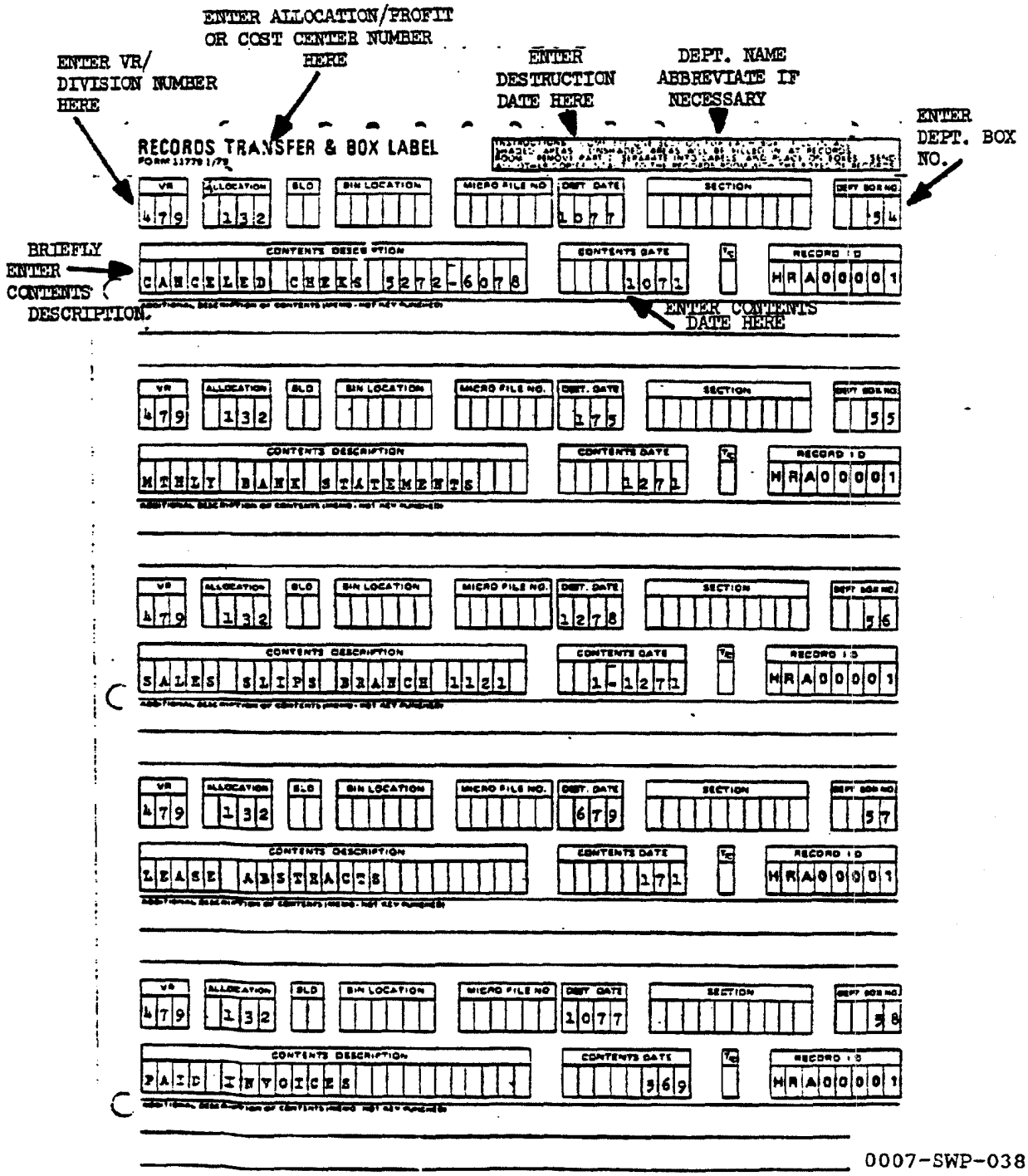
SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORDS TRANSFER & BOX LABEL	DISTRIBUTION: ALL MANUALS		



0007-SWP-038738

SHERWIN WILLIAMS

			INDEX: EXHIBIT ~~VII.1.0~~
SUBJECT: RECORDS CENTER - CLEVELAND	DATE EFFECTIVE: 01/07/91	☐ NEW ISSUE ☒ REVISED	REPLACES: VII.1.9 DATE: 10/25/84
SUB-SUBJECT: CORRECTION NOTICE	DISTRIBUTION: ALL MANUALS		

THE FOLLOWING ENTRIES WERE INCORRECT OR OMITTED FROM THE RECORDS TRANSFER & BOX LABEL FORM. PLEASE CORRECT OR COMPLETE AND RETURN THE FORM TO THE RECORDS CENTER _____.

☐ VR - ALLOCATION or DIVISION - PROFIT or COST CENTER

☐ DEST. DATE (Both month and year must be shown, eg. 978 or 9/78)

☐ SECTION (i.e. Department Name, or section of large department, e.g. Sales and Use Tax--a section of the Tax Department)

☐ DEPT. BOX NO. (See "Secretary's Manual" for instructions on sequential numbering of boxes or the Records Management Manual -- Records Center - VII.1.2 or VII.1.5)

☐ CONTENTS DESCRIPTION (Brief, but readily understandable title of records -- common abbreviations may be used if necessary)

☐ CONTENTS DATE (The specific period(s) covered)

NOTE: ONLY ONE LETTER OR NUMBER PER BLOCK. LABELS ON END OF BOXES ONLY - NOT ON LIDS.

If questions remain regarding the proper preparation of this form, after referring to the "Secretary's Manual" or the "Records Management Manual", contact the Records Center on:

Midland, Guildhall Buildings: Extension 2227

0007-SWP-038737

SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.6.1

SUBJECT: RECORDS RETENTION SCHEDULES	DATE EFFECTIVE: 4/18/90	☐ NEW ISSUE ☒ REVISED	REPLACES: V.6.1 DATE: 4/7/88
SUB-SUBJECT: FEDERAL, STATE AND LOCAL RETENTION PERIODS	DISTRIBUTION: ALL MANUALS		

Many of the company's records provide an audit trail requiring retention under the Internal Revenue Service Code -- Code of Federal Regulations.

Records listed on retention schedules may be designated "TA" or "*Tax Audit", meaning the open federal tax audit period or years subject to audit.

The current open audit period for IRS tax purposes is:

1/1/84 to Current

except for the following:

Inventories (origionals - record copy - required to be kept) 12/31/83

State and local requirements are the same as the federal retention - the exception being Wyoming, which is 10 years.

SHERWIN WILLIAMS

INTRA-COMPANY CORRESPONDENCE

RECEIVERS LOCATION AND DEPARTMENT

DATE April 12, 1990

TO (INDIVIDUALS NAME)
As Selected

SENDERS LOCATION, DEPARTMENT, AND TELEPHONE NUMBER 216-566-2228
Records Management, 760 Midland Bldg., Cleveland

REFER TO LETTER OF

SUBJECT
Records Retention - Federal Tax Audit

Attached is a letter from the Tax Department reflecting those records that may be disposed of due to the closing of federal tax audit periods.

Records prior to the dates shown, that have been held for IRS Audit purposes, may now be destroyed -- EXCEPT inventories which must be held from 12/31/83 forward.

However, A NOTE OF CAUTION, do not destroy any records that are required by other agencies, for internal administration needs, or are shown for longer periods on issued records retention schedules.

Any questions that might arise regarding this matter should be directed to my attention.

Thank you for your cooperation,

Harold A. Moldan

Harold A. Moldan
Records Management

Attachment

13958

0007-SWP-038728

VII - Record Centers

0007-SWP-038729

0007-SWP-000121120

SHERWIN WILLIAMS	CORPORATE RECORDS MANAGEMENT MANUAL			INDEX: VII.1.1
SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	[X] NEW ISSUE	[ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORDS CENTER PROCEDURE	DISTRIBUTION: ALL MANUALS			

RECORDS CENTER POLICY

Record Centers are controlled, limited access facilities. While all records belong to The Sherwin-Williams Company, they are under the direct control of the department preparing and depositing such records in the facility.

The Record Center is the custodian of those records transferred into it, and the staff are the guardians of such records.

Inasmuch as many of the records stored in the Center are frequently confidential in nature, no access will be permitted to records other than those belonging to the department, except by special authorization of the Record Centers Administrator or the Manager, Records Management.

The Record Center staff has been instructed to forbid unauthorized persons to enter the premises. Company employees desiring entrance should have their supervisors or managers contact the Administrator or Manager, Records Management for proper clearance.

Representatives from government agencies should be discouraged from visiting the Record Centers -- rather, required documents should be withdrawn and temporarily returned to the department. If a visit by government personnel is unavoidable, they should be directed to the Manager, Records Management who will inform his staff to permit access only to the desired data, upon presentation of proper credentials.

The Record Center staff is charged with the responsibility to recognize valid requests and to question or refuse requests not customarily made by a given department.

Although access to the Centers is controlled and limited, we do encourage individuals or groups to tour the Centers. We believe such visits will foster a better understanding of services and problem areas, thereby creating a better atmosphere of cooperation and teamwork. However, since the Centers are active and extremely busy, we ask that the visits be arranged with the Administrator or Manager well in advance of the time planned, to provide proper guidance.

0007-SWP-000121121

SHERWIN WILLIAMS	CORPORATE RECORDS MANAGEMENT MANUAL		INDEX: VII.1.2
SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORDS CENTER PROCEDURE	DISTRIBUTION: ALL MANUALS		

PURPOSE

Record Centers are available for your use in the Midland Building and the Standard Building. These Centers should be considered an extension of your in-office filing system and be employed when files reach an inactive status (i.e. when they are referred to less than once a month per file drawer). Such use will free costly office space, effect savings on additional filing equipment and provide efficient reference service. Also, because access to these Centers is controlled, records of a confidential nature will be protected.

PREPARING RECORDS FOR STORAGE

The efficient service and value of the Record Center depends a great deal on how well you prepare the files for storage. The same system you use for filing in the department would be the best approach.

> Supplies Available Standard 10" X 12" X 15" storage cartons, Records Transfer & Box Labels - Form 11779, and Record Center Requests - Form 10946, may be obtained from the Record Center.

The "Records Transfer and Box Label" form should be completed, carefully following the instructions noted at the top of each form. (See EXHIBIT - VII.1.7) Special attention be paid to the Dept. Box No. section. A sequential numbering system should be instituted by the user department, starting with #1 through #999. When the last number is used, start again with #1. This will avoid confusion when a record is to be retrieved.

Enter the "Destruction Date" according to the retention period established for the record being filed. This means only records with the same destruction date may be placed in a carton. Shortly before the date is reached, A RECORDS DISPOSAL AUTHORIZATION - Form 12827 (See EXHIBIT VII.1.8) will be sent to you. After review, the Department Head should sign the authorization and return it promptly to the Records Management Department. (Also, see DESTRUCTION - VI.1)

Because of the proliferation of records--due to governmental and legal demands, the Company's growth, and space limitations--the Record Centers are required to dispose of all records on established destruction dates--every thirty days. Department Heads are asked to cooperate in processing the Records Disposal Authorization form--PROMPTLY UPON RECEIPT!

Incorrect or incomplete Records Transfer and Box Label forms will be returned for correction as identified on a CORRECTION NOTICE (See EXHIBIT - VII.1.9).

RETRIEVAL OF RECORDS

Files stored in the Record Center may be obtained by phone, mail or personal visit. Record Center hours and phone numbers are listed on the following pages of this procedure. It is advisable to return charged-out records within 15 days so other authorized users may have access to them.

0007-SWP-000121122

SHERWIN WILLIAMS

			INDEX: VII.1.3
SUBJECT: RECORDS CENTER - CLEVELAND	DATE EFFECTIVE: 01/07/91	[X] NEW ISSUE [ ] REVISED	REPLACES: VII.1.3 DATE: 5/11/79
SUB-SUBJECT: RECORDS CENTER PROCEDURE	DISTRIBUTION: ALL MANUALS		

Request only those records that you need. If you only need a document or file, do not ask for an entire box; this will be more efficient and less costly for you and the Records Center.

Where you do not need to personally view a document, you can request that Records Center personnel look up the information and transmit the data to you by phone.

Some vital and confidential records should not leave the security of the Records Center. Rather than risk the possibility of loss, photocopies should be requested.

CHANGES

IT IS THE RESPONSIBILITY OF THE USER DEPARTMENT TO ADVISE THE RECORDS CENTER OF ANY CHANGES IN DIVISION/COST CENTER ASSIGNMENTS; RETENTION/DESTRUCTION DATES (E. G. PENDING LEGAL/LITIGATION REQUIREMENTS, ETC.); OR OTHER CHANGE IN STATUS THAT AFFECTS THE IDENTIFICATION, RETENTION OR DISPOSAL OF STORED DOCUMENTS.

Due to the business and the demands placed upon it, the Records Center CANNOT give instantaneous service.

Except in extreme emergencies, user requests for service are handled on a first come first serve basis.

Although requests are often handled much quicker, users should not expect faster response than the following turnaround times:

Midland Building -- 24 hours

National Underground Storage

-- Mail - United States Postal Service 1 to 3 days

-- Parcel Post and United Parcel Service 1 to 3 days

Request only those records that you need. If you only need a document or file, do not ask for an entire box; this will be more efficient and less costly for you and the Records Center.

Where you do not need to personally view a document, you can request that Records Center personnel look up the information and transmit the data to you by phone.

Some vital and confidential records should not leave the security of the Records Centers. Rather than risk the possibility of loss, photocopies should be requested.

When requesting records by mail, a Record Center Request - Form 10946 (See Exhibit 3) must be executed by the requestor. The Records Center will complete the form for you on phone or visit requests.

CHANGES

IT IS THE RESPONSIBILITY OF THE USER DEPARTMENT TO ADVISE THE RECORD CENTERS OF ANY CHANGES IN VR/ALLOCATION ASSIGNMENTS; RETENTION/DESTRUCTION DATES (E.G. PENDING LEGAL/LITIGATION REQUIREMENTS, ETC.); OR OTHER CHANGE IN STATUS THAT AFFECTS THE IDENTIFICATION, RETENTION OR DISPOSAL OF STORED DOCUMENTS.

Due to the busyness and the demands placed upon it, the Record Centers CANNOT give instantaneous service.

Except in extreme emergencies, user requests for service are handled on a first come- first serve basis.

Although requests are often handled much quicker, users should not expect faster response than the following normal turn-around times:

Midland, Standard and Terminal Tower Buildings	24 hours
National Underground Storage (see Vital Records Storage)	
Mail - United States Postal Service	1 to 3 days
Parcel Post and United Parcel Service	3 to 5 days

SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 11/8/79	☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: Records Center Procedure	DISTRIBUTION: All Manuals		

SHREDDING

A shredder is available for the destruction of "confidential" information. To make arrangements for shredding call the Records Center, Ext. 2227.

MICROFILMING

1. If you are transferring records for microfilming (previous approval necessary) please follow the same procedure in preparing the Transfer form as you would for transferring records for storage. Indicate on the Transfer form that the records are to be microfilmed. Note what disposition is to be made of the hard copy records after filming.

2. Before the records are transferred make sure all staples, paper clips, rubber bands, etc. have been removed. If this is not done the records will be returned.

3. Make sure records are in the sequence in which they are to be filmed.

VITAL RECORDS STORAGE

1. A high-security vital record storage center has been established at National Underground Storage, Boyers, Pennsylvania. (Exhibit VII.1.18). Consideration for use of this facility should be made with the following requirements:

   A. The records must be of a vital or very important nature, or

   B. The records have a minimum retention of three (3) years from the date they are to be sent, and

   C. The records will be retrieved infrequently.

2. Advantages of storing at National Underground Storage (NUS) include:

   A. The center is at the protective depth of 220 feet.

   B. Temperature and humidity are maintained at levels safe for preservation of microfilm, paper records and magnetic tape.

   C. Security is maintained by armed guards 24 hours a day.

Should you desire to transfer any records to this facility, contact the Records Center, Ext. 2227 or the Manager-Records Management, Ext. 2228.

PACKING RECORDS FOR TRANSFER - CONT.

8. Exhibit I is the "Records Transfer and Box Label" to be completed for all records transferred to the Record Centers. All shaded areas of this four part form must be filled out by the department.

   Note: For "Department Box No." all departments are to use a sequential numbering system beginning with #1 through #999, after which the series is repeated.

   After preparing this form (only one character for each box), and one section for each record storage to be transferred, remove Page 2 of the set. This page is perforated and is to be separated into individual box labels. Attach the pre-pasted labels to the respective box of records. Send the remaining three pages of the form with the carbon intact along with the boxes to the Record Center.

   When the records are received at the Record Center a location number will be assigned and entered on the Transfer form. The Yellow Copy will be returned to the department. Keep this copy in a file or book (newly revised forms are pre-punched for this purpose) and refer to it for bin and box number when requesting a record from storage.

CHARGE-OUT PROCEDURE

1. Requests for individual files and/or entire cartons can be made by telephone, mail or visit. (See "Retrieval of Records" - Page 2)

2. IMPORTANT: When an entire box of records is charged out, upon return it is necessary to submit a new Record Transfer and Box Label form, as a new location number will be assigned. Void out your original copy of the Transfer form for this box when the new copy is returned.

3. Individual files removed are replaced with an "Out Card." Information needed on this card includes: Department and person taken by, document title and date taken.

4. Promptly return all charged-out records.

DESTRUCTION OF RECORDS

1. A short time before the destruction or review date of a record is reached, the submitting department will receive a listing of the boxes of records.

2. The department manager or authorized person should review the listing, and if there is no action pending which would require the records to be kept for a longer time, he should sign the listing as authorization to destroy the records -- returning the signed list to the address on the form.

3. Upon receipt of the destruction authorization the records will be destroyed. The department should note this fact in their records.

SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: VII.1.4			
SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 10/25/84	[X] NEW ISSUE [ ] REVISED	REPLACES: VII.1.4 DATE: 5/11/79
SUB-SUBJECT: Records Center Procedure	DISTRIBUTION: All Manuals		

HOURS AND PROCEDURES

1. ONLY AUTHORIZED PERSONS MAY HAVE ACCESS TO THE RECORD CENTERS, PLEASE MAKE ALL REQUESTS FOR RECORDS AT THE DOOR.

2. The Record Centers are open daily as follows:

   Midland Building - 8:30 A.M. to 11:45 A.M.
   Phone: X2227 12:45 P.M. to 5:00 P.M.

   Terminal Tower - 1:00 P.M. to 5:00 P.M.
   Phone: X3298

3. Records, or supplies as listed on Page VII.1.2, may be requested by phone.

4. At locations with Records Centers, pick up or delivery of records will be made between the hours listed above.

5. Locations without Records Centers should contact their local Post Office to have records transferred to storage.

   NOTE: Storage boxes are to be used only for records going into storage in the Record Centers. Boxes for moving, etc. should be obtained from Office Services.

PACKING RECORDS FOR TRANSFER

1. The storage of all records must follow your department record retention schedule.

2. Place records in the storage carton in the same order as they appear in your file drawers. (See EXHIBITS - VII.1.11, 13, and 15 for carton assembly instructions -- THE BOTTOM INSERT MUST ALWAYS BE USED FOR THE CARTON TYPE SHOWN ON EXHIBIT VII.1.11)

3. Only records with the same destruction date are to be placed in one storage carton.

4. Do not overpack a storage carton. Approximately 1 1/2 inches should be left in the carton to facilitate servicing.

5. A letter size file drawer measures 1.5 cubic feet and would equal 1 1/2 storage cartons. Two letter size drawers equal three cartons, etc.
   A legal size file drawer measures 2 cubic feet and would equal 2 storage cartons.

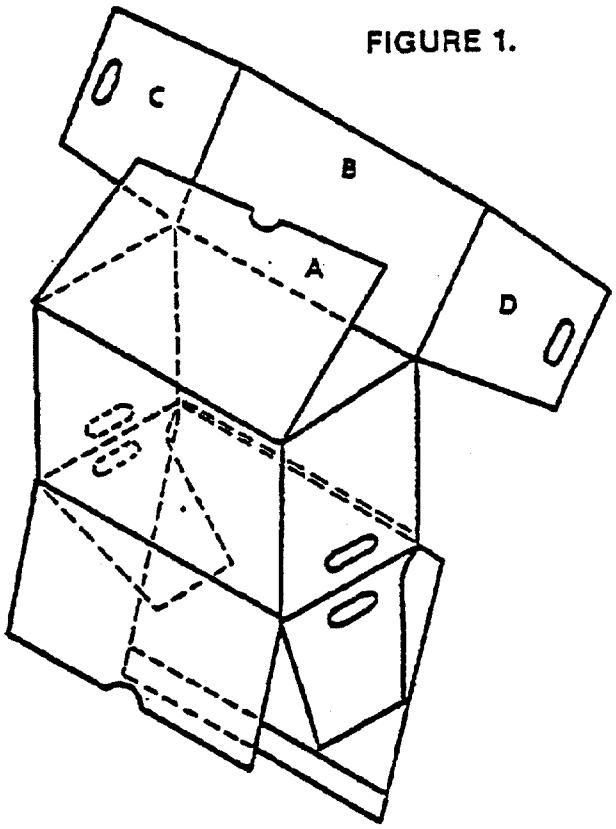
6. If you receive used storage cartons, place your box label directly over any existing label. This will eliminate confusion regarding a label on each end of the carton.

7. DO NOT CHANGE THE CONTENTS OF A CARTON without submitting a new Records Transfer and Box Label.

SHERWIN WILLIAMS	CORPORATE RECORDS MANAGEMENT MANUAL		INDEX: EXHIBIT VII.1.15
SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: ASSEMBLY OF STANDARD STORAGE CONTAINER	DISTRIBUTION: ALL MANUALS		

ASSEMBLY OF THE STANDARD RECORD STORAGE CONTAINER

FIGURE 1.

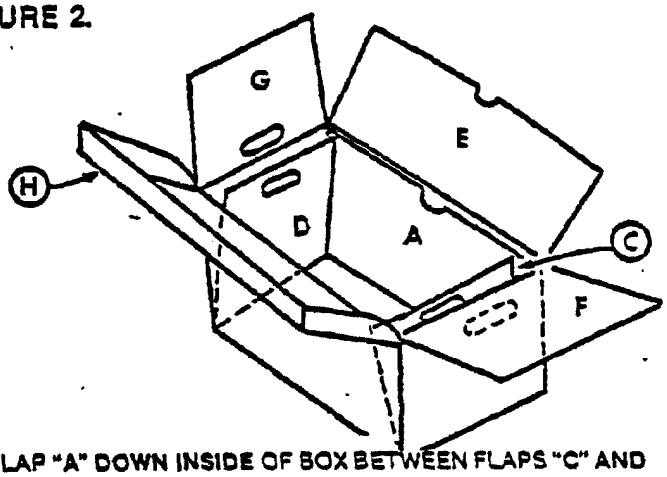


1. PUSH DIAGONAL ENDS TO FORM BOX. (FIG. 1)
2. PUSH FLAP "A" DOWN INSIDE OF BOX. (FIG. 1)
3. FOLD FLAPS "C" AND "D" AGAINST "B" AND PUSH INTO BOX. TURN BOX OVER. (see Figure 2)

0007-SWP-038746

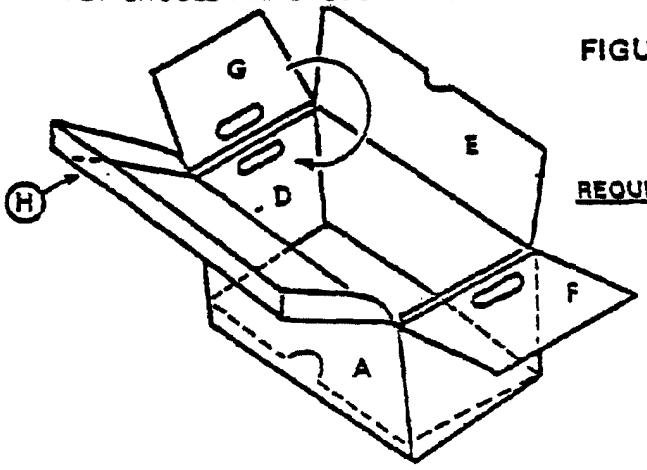
4. PULL FLAPS "C" AND "D" AGAINST SIDES.

FIGURE 2.



5. PULL FLAP "A" DOWN INSIDE OF BOX BETWEEN FLAPS "C" AND "D" TO FORM BOTTOM LINER (FIG. 3.)
6. FOLD DOWN FLAP "E" INTO INSIDE OF BOX. THEN FOLD FLAPS "F" AND "G" AGAINST ENDS. BEND HAND GRIPS OUT.
7. BEND TOP "H" ALONG SCORED LINES AND ASSEMBLE. SIDES OF TOP SHOULD FIRMLY LOCK IN PLACE.

FIGURE 3.



NO TAPE IS REQUIRED TO ASSEMBLE THIS BOX

SHERWIN WILLIAMS	CORPORATE RECORDS MANAGEMENT MANUAL		INDEX: EXHIBIT VII.1.17
SUBJECT: RECORD CENTERS - CLEVELAND	DATE EFFECTIVE: 5/11/79	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: RECORD CENTER CHARGE OUT	DISTRIBUTION: ALL MANUALS		

RECORD CENTER CHARGE OUT -- COMPLETE BOX

DEPARTMENT _____ DATE _____

WE HAVE DELIVERED TO YOUR DEPARTMENT THE ATTACHED BOX (ES) WHICH YOU HAVE REQUESTED. WHEN RETURNING THIS BOX TO STORAGE, YOU MUST COMPLETE A NEW RECORD TRANSFER LIST & BOX LABEL, FORM NUMBER #11779, AND RETURN IT WITH THE BOX.

THANK YOU,

DENNIS J. KRANE
RECORD CENTER ADMINISTRATOR