

Division ANACONDA MINERALS CO.		Department GREAT FALLS REFINERY			Section Manager's Office	
Date of shipment 01/82	Total boxes 54		Person to contact		Phone number	Records retention schedule number G66
For records center use only	Department box number	Item number (from schedule)	Years covered by records		Record title — range or description	
			From	To		
40-007	G66-10		1959	1974	<u>04 Legal</u>	
			1971		01 Contracts and Agreements - EPCON, Inc.	
			1971		01 Contracts and Agreements - ISARCO National Galvanizing	
			1972		01 Lease Agreements with ASARCO for Property (Land)	
			1972		01 Status of Zinc Purchase and Toll Contract	
			1965		<u>04-01-01 Sales Contracts</u>	
			1975	1976	02 National Cylinder Gas Oxygen	
			1972	1974	03 Copper Scale and Scrap (2 Folders)	
			1969	1971	03 American Chemet Corp.	
			1968	1972	Copper Scale and Scrap (3 Folders)	
			1969	1972	Zinc Dross (5 Folders)	
			1972		Zinc Dust (4 Folders)	
			1976		Zinc Fume (5 Folders)	
			1973		Zinc Oxide	
			1889	192	11 U.S. Antimony Corp. Zinc Flue Dust Sales Reports	
			1940	1972	<u>04-01-02 Contracts and Agreements-Exploration Agreements</u>	
			1973	1974	<u>04-01-07 Agreements</u>	
			1973	1974	Contracts with Great Falls Water Power and Townsite Co. for Water Power (3 Folders)	
			1974		04 Montana Power Co.-Zinc Plant Power	
			1974		04-01-09-01 Falls Construction Co.-Railway and Road Relocations	
			1974		04-01-09-02 Sletten Construction Co.-Fabrication and Erection of Steel Structure	
			1974		04-01-09-03 Sletten Construction Co.-Construction of Concrete Work	
			1974		04-01-09-04 A.T.Klemens and Son - Installation of Roof Insulation and Roof Covering	
			1974		04-01-09-06 Sletten Construction Co. - Construction of Floor Deck, Aisles and Stairs	
			1974		04-01-09-05 Acoustical and Fireproofing Co. - Installation of ECR Roof Deck and Siding	
			1974		04-01-09-07 Palmer Construction Co. - Starting Section Substation Bldg.	
			1974		04-01-09-08 Leigland Co. - Construction of PRO Rectifier Substation Building	
40-05	G66-11		1968	1969	Authorized Work Force - F.M. Cadwell General Supt. (1 Book)	
			1971		Projected Work Force Statistics (1 Book)	
			1968	1969	International Lead Zinc Research Organization Inc. (1 Book)	

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Date of shipment 01/82	Total boxes 54	Person to contact		Phone number	Records retention schedule number G66
For records center use only	Department box number	Item number (from schedule)	Years covered by records From To		Record title — range or description
51-049	G66-28 (cont.)		1971 1969 1968 1969	1973	40-80 Production Forecasts -05 Plan 15AA - 5 year Copper Production -05 Fine Copper Production Estimates -05 Copper and Zinc Production - 5 year -05-05 Crude Materials - N.Y. Reports (5 Folders)
51-139	G66-29		1919 1945	1969	600-27 Wage Scale Agreement Com. with Metal Trades Council 600-27a Wage Scale Agreement - Metal Trades Council (6 Folders)
51-225	G66-30		1968 1942 1942 1943 1943 1977 1942 1943 1943	1971	U.S.W.A. - Meetings (5 Books) Salary Evaluation Job Evaluation - General Electric Job Analysis and Evaluation - Industrial Wage Scale Comparison Basic Magnesium Inc. Job Evaluation Manual Job Evaluation by Point Ratings Job Analysis and Evaluations Metal Plant Occupation Job Analysis and Job Evaluation Procedure Job Evaluation and Merit Rating
51-101	G66-31		1963 1964 1971 1957 1916 1951 1945 1971 1971 1971 1940 1928 1971 1971 No Date	1967 1968 1967 1965 1961 1972 1972 1969 1972	40-54-50 Zinc Electrolyzing Plant Electrolyzing - Zinc Aluminum Cathodes Starter Sheets -05 Purified Solution Factor Affecting Ampere Efficiency -06 Effect and Removal of Impurities in Elec rolysis (2 Folders) -50 Leaching and Electrolyzing Tests -20 Manganese MnO ₂ (2 Folders) -10 Electrode Tanks (Cells, Tests, Cooling Coils) -25-01 Anodes Alloy -25 Anodes - Lead and Silver -26 Silver Lead Anodes -26 Zinc Lead Dross -35 Electrode Metals -50 Tests Electolytic Copper Refinery

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Date of shipment 01/82	Total boxes 54	Person to contact		Phone number	Records retention schedule number G66
For records center use only	Department box number	Item number (from schedule)	Years covered by records		Record title — range or description
			From	To	
51-297	G66-37A (cont.)		1963	1964	Engineering Dept. Files (cont)
			1965		341 Green Leaching of Purification Cake
			1926	1972	Plant Maintenance Schedules
			1921	1972	234 Zinc Plant Electrolyzing Div. -General
			1918	1961	54-9 Zinc Casting (2 Folders)
			1926	1959	248 Cadmium Plant
			1942		37 Lead Casting Division - Zinc Plant
					257 Zinc Plant Extension (2 Folders)
					55 East Helena Slag Plant
			1972		Dismantlement
			1966	1967	Coal Drying Procedure and Results
			1965	1967	Modernizing Pulverizers and Dryer
			1943	1944	Engineering Dept. File 253 - Proposed Extensio
			1952		to East Helena Treating Plant
51-253	G66-37B				Blue Power
					Engineering Dept. File - East Helena Slag Trea
					ing
			1940		244 Drag Line and Shovel
			1928	1947	245 General
			1948	1971	245- thru 245-4 General (Folders)
51-389	G66-38		1955	1972	246-2 Cost
			1959	1965	Operating Shop Orders
					01 Corporate Administration
			1978	1979	-03 Managers Meeting
			1974	1976	-06 Company Name
			1972	1979	-07 Delegation of Authority
			1978		-08 Bi-Weekly Report Information
					10 Company Policy
			1979	1980	Antitrust Policy
			1978		-01 Inventory Accounting Policy
			1969	1978	Directives Accounting
			1970		Conflicts of Interest
			1977	1978	Employee Relation Policy
			1975		Equipment Transfer
			1968		Directives Customer Relations
			1981		Directives Management
			1976		Mining Policy
			1972		Plant Tours
1968	1973	Directives Labor			
1968	1972	Policy Committee - Meetings			
1962	1978	-02 Purchasing Policy			
1969	1978	Directives Safety			
1969	1978	Directives Security			
1972		Directives Smelter Hill Residents			
		Strike Procedure Outline			

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Date of shipment 01/82	Total boxes 54	Person to contact
		Phone number
		Records retention schedule number G66

For records center use only	Department box number	Item number (from schedule)	Years covered by records		Record title — range or description
			From	To	
51-175	G66-41 (cont.)		1972		08 Mining Associations (cont.)
			1964	1969	-03 American Bureau of Metal Statistics
			1971		-20 Zinc Institute, Inc.
			1969	1972	-37 Copper Development Assc.
					-57 Int'l Lead and Zinc Res. Org.-ILZRO (2 Folders)
			1972		-57-01 ILZRO - Membership Directors
			1971	1975	-76 Northwest Mining Assc. (3 Folders)
					09 Associations (other than Mining)
			1971	1979	-20-01 Great Falls Chamber of Commerce (8 Folders)
			1960	1979	20-02 Junior Chamber of Commerce (9 Folders)
			1973	1978	20-03 Montana Chamber of Commerce (7 Folders)
			1975		29 American Industrial Hygiene Assc.
			1972	1978	95 Safety Councils - National Safety Council (3 Folders)
			1971		National Air Force Assoc.
			1971		20 Chamber of Commerce
			1971		20 Helena Chamber of Commerce
			1967	1975	23 Highway 200 Association
			1968		26 Montana Society of Engineers
			1972		95-01 National Safety Council - Annual Industrial Injury Reports
41-233	G66-42		1977	1979	12 Public Relations
			1978	1979	Public Relations (2 Folders)
					03 Schools and Universities - Executive Experience Program (3 Folders)
			1973	1978	04 Dinners and Engagements
			1977	1979	06 Speeches (Talks) Slides (3 Folders)
			1960	1980	07-01 Films (2 Folders)
			1969	1979	09 Press Releases (11 Folders)
			1978		10-02 Advertising
			1970	1979	13 Company and Plant Tours (Visitations) Plant Tours (10 Folders)
			1971	1978	13-01 Company and Plant Tours - Visitors (5 Folders)
			1972		Concerned about Citizens Committee
			1971	1972	Letter From the Public (2 Folders)
			1975		03 University of Southern Cal.
			1971	1973	03 College of Great Falls (2 Folders)
			1971	1974	07-02 Visual Aids - Slides (3 Folders)
			1971		12-01 Conservation - Pollution
			1973		13 Company and Plant Tours - Great Falls Elementary Schools

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Division ANACONDA MINERALS CO.		Department GREAT FALLS REFINERY		Section Manager's Office	
Date of shipment 01/82	Total boxes 54	Person to contact		Phone number	Records retention schedule number G66
For records center use only	Department box number	Item number (from schedule)	Years covered by records		Record title — range or description
			From	To	
41-317	G66-57		1947	1950	40-53-30 Furnace Refinery
			1972	1976	-35 Copper Plant - Anode Casting Plant (4 Folders)
			1966	1977	-36 Anode Casting (3 Folders)
			1968	1976	Furnace Refinery (4 Folders)
			1978	1979	Personnel
			1960	1978	-01 Scrap Copper Treatment and Handling (2 Folders)
			1977	1978	-02 Furnace Refining
			1974	1979	-05 Melting and Casting - Billet Production (2 Folders)
			1978		-06 Continuous Casting Rod - Contirod
			1969	1975	-07 Casting Silver Wirebar
			1965	1979	-15 Silver Wirebar Production
			1960	1978	-15 Moulding Shapes - Wirebar
			1960	1977	-16 Copper Cores and Moulds
			1962	1976	-17 Mould Shapes - Mould Wash
			1977		-18 Moulding, Shapes Copper; Weights - Dimensions
			1976		-18 Melting and Casting Copper Slabs
			1977		-24 Refining Plants - Scalping Plant
			1964	1977	-25 Scalping Plant
			1977	1979	-30 Copper Plant - Furnace Refinery Scales
			1971	1977	-30 Shipping Silver - Bearing Wirebar Shipments (3 Folders)
			1978		-35 Anode Casting Plant
			1957	1976	-36 Anode Casting
					-37 Anode Casting Plant - Treatment of Copper Precipitate - Yerington (6 Folders)
41-351	G66-58		1971		40-54-60-35 Debased Metal
			1971		Casting
			1971		Zamak
			1931	1967	Ball Brothers Company
			1956	1969	American Society for Testing Materials
			1965	1971	Tramming and Weighing
			1936	1967	-40 Weighing/Loading/Shipping/Banding/ Dicking (2 Folders)
			N.D.		Loading Methods
			1970		Equipment - Pamphlets
			1972		Proposal for Furnaces Dealing with Zinc
			1970	1971	40-55 Smelter Plants - Lead
					American Smelting and Refining - Lead Smelter Plant
					Smelter Plants - Lead, Deleaded Fume, Tooole

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Division ANACONDA MINERALS CO.		Department GREAT FALLS REFINERY		Section Manager's Office	
Date of shipment 01/82	Total boxes 54	Person to contact		Phone number	Records retention schedule number G66
For records center use only	Department box number	Item number (from schedule)	Years covered by records		Record title — range or description
			From	To	
41-351	G66-58 (Con't.)		1976		40-55 Smelter Plants - Lead
			1976		-10-03 Electrolyte Processes - Electrolyte Purification Process
			1968		-10-04 Extraction Processes - Electrolyte Purification Process
			1972		-10-04-01 Separation Processes - Fire Refining
			1971		-45 Tooele Lead Smelter Plant Inventory Control - Cleanup Material
			1952	1970	40-58 Steam Power Plants - Boilers
			1966	1969	40-54-50 Tests - Casting
			1977		40-60-04 Maintenance Procedures
			1968	1973	40-62 Metallurgical Plants
			1973		40-64-01 Fabricating Plants - Anaconda Aluminum Company
			1960	1972	40-64-01-01 Anaconda Aluminum Company - Rod Operations - Costs
					40-64-02 Fabricating Plants - Anaconda American Brass Company
			1945	1947	40-66 Rod Plants
			1961	1978	Anaconda Wire and Cable Company - Wire Mill Scales
			1973	1975	-01-01 Rod Plants - Rod Mill Scrap and Scale - A.W. & C.
			N.D.		-01-02 Wire Mill Pickling Solution
			1961		-01-03 Rod Plant Closure - Excess Equipment Transfer
			1970		Copper Metals by Anaconda
			1921	1959	40-75 Plant Management Security File
			1965	1969	40-75-01 Fire Protection
			1948	1970	40-80-05 Production and Records
					40-80-10 Production Statistics - Castings
41-389	G66-59		1965		40-70 Building and Shops
			1963	1970	Condition of Zinc Plant Buildings and Columns and Trusses
			1955	1970	Building and Shops
			1960	1971	-01 Boiler Shop
			1960	1971	-01-01 Boiler Shop Equipment and Tools
					-01-02 Boiler Shop - Electric Arc Welding Equipment
			1960	1971	-02 Brickmasons
			1960	1971	-03 Carpenter Shop
			1970	1971	-04 Central Garage
			1966	1971	-05 Electric Shop
			1962	1976	-06 Local Foundry
			1970	1979	-06-02 Foundry - Bronze Plaques

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Division Anaconda Copper Co.		Department Great Falls Refinery			Section Engineering (Drafting)	
Date of shipment 01-18-82	Total boxes 101	Person to contact W. Peterson			Phone number X392	Records retention schedule number G68
For records center use only	Department box number	Item number (from schedule)	Years covered by records		Record title — range or description	
			From	To		
40-313	G68-6 Cont		1967	1969	Kwic Index Format	
			1969	1979	Kwic Index System Microfilming	
					Letter Size Copies of Drawings	
			1964	1968	Locomotive Clearance Diagrams	
			1970	1978	Microfilm	
			1963		Meter Locations, Fire Lines, City Water	
			1979	1980	Public Relations	
			1971		Paint Coatings for Structural Steel	
			1971	1976	Photos - Aerial Views of Plant	
					Pictures from Top of Stack	
40-303	G68-7	015-7a	1972		Plant Ambulance Service	
			1975	1976	Plant History & Description	
			1959	1977	Plant Structural Survey	
			1966		Purlin Spacing & Roof Decks	
			1959		Replacement Cost of Plant Buildings	
			1964		Scales	
			1976		Tape Recorder	
			1972		Transits, Levels Engineering Supplies	
			1970	1973	Trucks	
					Welding Design	
			1978		Trinidad Asphalt	
			1978		Inco Mining Seminar Stainless Steel	
			1977		Lead Pipe Lab Analysis	
					Allegheny Stainless in Ryerson Stock	
			1951		Stainless Steel Handbook	
40-351	G68-8	015-7a			Three 3-Ring Binders Containing A Variety of	
					Charts of Statistical Material	
			1974	1977	Specifications to Contrators	
			1959	1960	Cooling Tower	
			1974		Perth Amboy - Air B Shaft Furnace	
			1973	1974	Perth Amboy - Anode Furnace	
40-341	G68-9	015-7a			General - Estimates and Correspondence prior	
					07-01-73	
			1973		Appropriation Request	
			1973		Organization Chart	
			1973	1977	Legal	
			1974	1975	Purchase Order Record Report	
			1973	1975	Outside Engineering & Testing	
			1973		Sample Contract	
			1974	1976	Shop Work Orders	
			1974	1975	Construction Schedules	
			1978		Aerial Mapping	
			1976	1977	Cathode Handling	

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Lee Ann Chandler 4/18/82

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Division		Department			Section	
ANACONDA MINERALS CO.		GREAT FALLS REFINERY			ENGINEERING (DRAFTING)	
Date of shipment	Total boxes	Person to contact			Phone number	Records retention schedule number
01-18-82	119	W. Peterson			X392	G68
For records center use only	Department box number	Item number (from schedule)	Years covered by records		Record title — range or description	
			From	To		
40-119	G68-119	015-1a	1959	1965	Anaconda Copper Mining Co., Great Falls Reduction Dept. - Construction and Special Orders (3 Binders)	
40-071	G68-120	015-1a	1966	1967	Anaconda Copper Mining Co., Great Falls Reduction Dept. - Construction and Special Orders (2 Binders)	
40-115	G68-121	015-1a	1968	1971	Anaconda Copper Mining Co., Great Falls Reduction Dept. - Construction and Special Orders (7 Binders)	
40-167	G68-122	015-1a	1971	1976	Anaconda Copper Mining Co., Great Falls Reduction Dept. - Construction and Special Orders (7 Binders)	
40-221	G68-123	015-7a	1915	1917	8 Office	
			1916	1917	11 Steam Power and Compressor Building	
			1915	1919	10 Standard Gauge Track	
			1916		14 Lime Rock Crushing Division	
			1916		15 Lead Furnace	
			1917	1918	16 Dryer Division	
			1916	1918	17 Bag House	
			1916	1917	18 Change House	
			1916	1917	13 Construction Tools and Equipment	
			1916	1917	12 Narrow Gauge Tracks	
			1915	1917	9 General	
			1915	1917	7 Casting Division	
			1915	1925	6 Electric Substation	
			1915	1925	4 Leaching Division	
			1915	1916	3 Calcine Storage Division	
			1915	1916	2 Coal Dust Division	
			1915	1917	1 Roaster Division	
					DRC000012382	
40-155	G68-124	015-7a	1923		70 Loading Shed at Dryer Division	
			1923		69 Additional Water Supply Line & Equipment	
			1923		68 Trammel Installation @ Zinc Roaster	
			1922		67 Spare Armature for Zinc Plant Rotary Converters	
			1922		66 Changing Six 300 Cubic Feet Calcine Cars to Open Top Type	
			1922		65 Extension to Zinc Plant Casting Rock	

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