

May 28, 1992

D. B. Church/R. Brant
J. E. Kuzemchak/R. J. Matt
J. D. Luffe/D. L. Cook
M. Reilly
G. C. Stoever/C. Burick
J. N. Strong/D. C. Drummond

Subject: Minutes of May 20 Records Management Committee Meeting

Present: R. Brant, J. Kuzemchak, J. Luffe, R. Matt, M. Reilly and G. Stoever

It was reported that the R & D QAT had met and decided to present the revised R & D Section of the Records Retention Manual to their respective management and the committee as early as June. After discussion, it was determined that a member of the QAT should present the revised document to the Records Management Committee at its June 17, 1992 meeting.

The review of the revised Manufacturing section was deferred until the June meeting.

A discussion of the introduction to the Records Retention Manual identified three changes that are to be made.

1. The three year requirement for record retention should be a header in bold type on every page of the manual.
2. The introduction should indicate that information on PC hard drives and floppy discs are covered by the manual.
3. A list of members of the Records Management Committee should be sent out with the next revision of the manual and should be resent each time there is a change in the Committee members.

It was agreed that the revised Accounting and Environmental Health and Safety sections should be released in June.

The trip to Natrium has been scheduled for June 24, 1992. The group will leave General Office at 10:00 a.m. Those who plan to attend should call Grace Snyder on extension 4100 by June 5, 1992.

The next meeting is scheduled for Wednesday June 17, 1992 at 1:30 p.m. in the 9 South Conference Room.


J. D. Luffe

cc: D. M. Bailey
R. D. Duncan
L. Kreuer - Allison Park
R. W. LeBoeuf
R. M. Rompala
G. A. Zoghby

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