

Mr. G. M. Timmis

INTER-ORGANIZATION CORRESPONDENCE

UNITED STATES STEEL CORPORATION

TO Departmental and Division
Records Retention Representatives

DATE February 10, 1965

FROM James Thomson

SUBJECT Retention, Protection and
Destruction of Records

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2-16-65
Chapman
JF.*

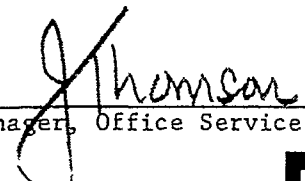
The Corporation Records Management Policy and Procedure Manual which contains general data regarding retention, protection and destruction of records has been revised to reflect the current responsibilities for these functions. Certain records representatives now have a copy of the original manual in their possession. In such cases, revised pages are being forwarded with this letter to replace those now contained in their books. Other representatives, who were not previously associated with this function, are being furnished with a complete registered up-to-date manual at this time. Portions of the general retention schedule, Section C, will be changed and expanded periodically as required in the future.

It is suggested that the following steps be taken within your responsibility to establish the status of records retention practices and reveal local areas requiring changes:

1. Review all existing departmental or division instructions and schedules which may now be subject to revision or updating.
2. Review actual records handling, protection, transfer and storage practices now in effect within your responsibility and identify non-compliance with procedure.
3. Take the necessary action to obtain complete compliance with instructions and schedules.
4. Develop a general report of current conditions and suggestions or recommendations for changes in procedure. (Attached is an outline of items to be covered in this report.)
5. Submit a copy of your general report to this office for review and comments on or before March 15, 1965.

Mr. J. J. Simica, Coordinator, Records Management, is available for consultation and advice in executing the program outlined above. He can be reached at Room 1306, 525 William Penn Place Building, Extension 3696.

Your cooperation in this matter is appreciated.


Manager, Office Services

Attachments
Copies to - Authorized Holders of Manual other
than Records Retention Representatives

PLAINTIFF'S EXHIBIT

USX-1214

OUTLINE OF ITEMS TO BE INCLUDED IN REPORT
OF RETENTION, PROTECTION AND DESTRUCTION OF RECORDS

1. Name of Department or Division
2. Names of Departmental or Division units, responsibilities, offices or works included in this report.
3. Description of internal or local procedures or instructions now in use for controlling, retention, protection and destruction of records. Furnish instruction title, any alphabetic, numeric identification, date issued or date of latest revision. (The Division Comptrollers have already supplied copies of such instruction to the Manager, Office Services as of September, 1964. All other records representatives should attach a copy of any such local instructions to this report.)
4. Outline any plans for review of the above instructions to bring them into conformity with the Corporation Records Management Policy and Procedure Manual or the general reorganization of 1964 where applicable.
5. Report plans or action taken to obtain complete compliance with instructions and schedules.
6. Information should be developed regarding present use of local records storage areas, general types of records being maintained in these locations, space utilized and space available. Also, what practices are in effect regarding utilization of Annandale Archives.
7. Include any questions, suggestions or general comments regarding any portion of this subject.

Office Services Division
February 10, 1965