

LAW OFFICES
KELLER AND HECKMAN LLP

1001 G STREET, N.W.
SUITE 500 WEST
WASHINGTON, D.C. 20001
TELEPHONE (202) 434-4100
FACSIMILE (202) 434-4646

—
25 RUE BLANCHE
B-1060 BRUSSELS
TELEPHONE 32(2) 541 05 70
FACSIMILE 32(2) 541 05 80

—
WWW.KHLAW.COM

JOSEPH E. KELLER (1907-1994)
JEROME H. HECKMAN
WILLIAM H. BORGHESE, JR.
WAYNE V. BLACK
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LUTHER L. HAJEK*
SHANNON M. HEIM*
CHRISTIAN C. SEMONSEN*

*NOT ADMITTED IN D.C.
*RESIDENT BRUSSELS

SCIENTIFIC STAFF

DANIEL S. DIXLER, PH. D.
CHARLES V. BREDER, PH. D.
ROBERT A. MATHEWS, PH. D., D.A.B.T.
HOLLY HUTMIRE FOLEY
JANETTE HOUK, PH. D.
LESTER BORODINSKY, PH. D.
THOMAS C. BROWN
MICHAEL T. FLOOD, PH. D.
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STEFANIE M. CORBITT
JUSTIN J. FREDERICO, PH. D.
ROBERT J. SCHEUPLEIN, PH. D.
RACHEL F. JOYNER
ELIZABETH A. HEGER

TELECOMMUNICATIONS
ENGINEER
RANDALL D. YOUNG

WRITER'S DIRECT ACCESS

November 16, 2000

(202) 434-4248
garrett@khlaw.com

VIA FACSIMILE AND U.S. MAIL

Charles B. Cappel, Esq.
Baggett, McCall, Burgess & Watson
3006 Country Club Road
Lake Charles, LA 70605

Re: *Ross, et al. v. Conoco, Inc. et al.*

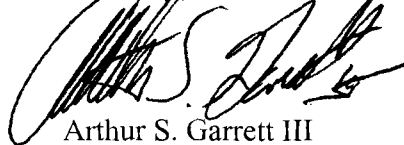
Dear Mr. Cappel:

We are forwarding to you an additional document that we discovered while researching SPI's Opposition to Plaintiffs' Motion to Compel.

The document is an undated records retention policy of SPI and is labeled SPI-17353 - SPI-17356.

Please give me a call if you have any questions or concerns.

Sincerely,



Arthur S. Garrett III

c: Douglas J. Behr

SPI RECORDS RETENTION

In order to avoid future bulky and overcrowded files, ^{to: purge} ~~weed out~~ obsolete and duplicate records on a systematic basis, and secure valuable documents, a formal records retention procedure has been established. Such procedure is set forth below for guidance of the staff:

1. *OK* Chronological File - This file contains one copy of each letter written on a daily basis, and is used for reference and information purposes only. Since its usefulness is limited, its contents should be destroyed regularly as each letter reaches one year plus current, then sent to storage for one year, then destroyed. In other words, three year retention.
2. *OK* General Correspondence - Records in this file include duplicate copies of letter replies to general correspondence (including incoming letters) and memoranda prepared by each department. These should be kept for one year (plus current) in the office, then sent to storage for two years, then destroyed. Letters of strictly transmittal and acknowledgement nature should be destroyed regularly as each letter reaches six months of age.
3. *Per & agenda OK* Committee Meeting Minutes - The issuing department should retain several copies for two years for replacement or request purposes; one copy for ten years plus the current year; All other informational copies throughout the office should be destroyed after they have been read.
4. *OK* Committee Project Files - These files contain work data and information related to specific projects undertaken by the various committees, subcommittees and task groups, and are important for reference purposes for a reasonable period of time. They should be kept in office files until completion of the project and for one year thereafter, then sent to storage for two years, then destroyed.
5. *OK* Subscriptions, Newsletters, Etc. - Records in this file include many daily, weekly and monthly information services received by various staff members. These documents should be retained no longer than three months.

*Comments
A filing to go
in the
code of...*

6. SPI Bulletins, News and Special Releases - After they have been read, copies of bulletins, news and special releases distributed for information purposes throughout the office should be destroyed. The issuing department should retain several extra copies of each for six months (plus current) to handle requests, and one copy for two years. Backup work records, such as letters, drafts, and proofs should be retained for one year plus current, then destroyed.

*Sort
OK
✓*

7. SPI Publications - Books or booklets of all departments.

All books or booklets will be kept in the SPI Library for ten years plus current. Backup work records, such as letters, drafts, and proofs should be retained for one year plus current, then destroyed. Mailroom stock of all printed publications rotates according to updated printings and sales, with no time limit established.

OK

8. Publication Sales Files - These contain the orders for SPI printed publications, with extra invoice copy covering the transaction, from members and non-members, including subscriptions. Orders and requests from member firms should be kept for one year plus current in the office, then sent to storage for one year, then destroyed. Orders and requests from non-members should be kept for one year plus current, then destroyed. Subscription orders (both member and non-member) should be kept for one year plus current in the office, then sent to storage for one year, then destroyed.

OK

Inactive Records Storage

The purpose of such storage is to house documents which have outlived their active use, but which must be retained for a period of time for reference, legal, government requirement, or other purpose. The Administration Department is responsible for the operation of the inactive records storage. Outdated records which have been authorized on the Records Retention Control Chart should be turned over to the Director of Administration in accordance with the following procedure:

1. After packing records in "R-Kive" cartons (supplied by the Mailroom upon requisition) prepare in duplicate a Records Retention Control Sheet listing the contents of each carton, giving name of department, name of record, date range, retention period, and carton number.

2. The department storing records will maintain the original control sheet, and forward to Administration the duplicate copy.
3. At least once each year, or more frequently if necessary, Administration will examine all records storage listings and determine what records are to be destroyed.

Office of the Corporate Secretary and Office of the Treasurer

Because of the nature and permanence of records relating to the Offices of the Secretary and the Treasurer, separate procedures are applicable with respect to these items and are specified in the next two paragraph sections.

Record Retention Control - Offices of the Secretary and Treasurer

Name of Record	Retention in Office	Retention in Storage
Chronological File	1 yr. & Current	1 Yr.
General Correspondence	1 yr. & Current	2 Yrs.
Annual Meeting Proceedings	Permanent	-
Worksheets	1 yr. & Current	-
Annual Reports	Permanent	-
Board Minutes	Permanent	-
Board Committee Minutes	Permanent	-
Pension Plan Records	Permanent	-
Employee Time Sheets	3 Yrs & Current	-
Personnel Records Sheets	Permanent	-
Membership Files	Permanent	-
Membership Fee Records	Permanent	-
Accounting Records		
Accounts Payable File	1 Yr. & Current	6 Yrs.
Accounts Receivable	1 Yr. & Current	6 Yrs.
Audit Reports	Permanent	-
Bank Deposit Slips	1 Yr. & Current	6 Yrs.
Cancelled Checks	1 Yr. & Current	6 Yrs.
Cash Disbursements Journal	2 Yrs. & Current	6 8 Yrs.
Check Receipts Journal	2 Yrs. & Current	6 8 Yrs.
Check Register	2 Yrs. & Current	6 8 Yrs.
Contracts -- Minor	Term. + 6 Yrs.	-
Contracts -- Major	Permanent 10 yrs	-
Employee Earnings Records	Permanent 10 yrs	-
Employee Withholding (W-4)	Permanent 10 yrs	-
Financial Statements, Month.	Permanent 1 yr + current	2 ?

Name of Record	Retention in Office	Retention in Storage
Accounting Records (cont.)		
Ledger Accounts Cards	2 Yrs. & Current	6 8 Yrs.
Payroll Authorizations	Term. of Empl. + 1 Yr.	6 Yrs.
Payroll Vouchers	1 Yr. & Current	6 Yrs.
Tax Return Records	Permanent	6 - ?

Records Retention Control - General Office

Name of Record	Retention in Office	Retention in Storage
Chronological File	1 Yr. & Current	1 Yr.
Committee Meeting Minutes <i>& Agendas</i>	10 Yrs. & Current <i>Perr</i>	-
Committee Project Files	Complete & 1 Yr.	2 Yrs.
General Correspondence	1 Yr. & Current	2 Yrs.
Transmittal & Acknowledgement only	6 Mo. & Current	-
Subscriptions to Newsletters, Etc.	3 Mo. & Current	-
SPI Bulletin Services, News and Special Releases	2 Yrs. & Current <i>page</i>	-
Work Sheets of SPI Bulletins, etc.	1 Yr. & Current <i>ok</i>	-
Extra Copies of SPI Bulletins, etc.	6 Mo. & Current + 1 copy for 10 yrs.	-
SPI Publications (All books booklets published by all departments)	10 Yrs. & Current	-
Work Sheets of SPI Publications	1 Yr. & Current	-
Publications Sales Files		
Member Firms	1 Yr. & Current	1 Yr.
Non-Members	1 Yr. & Current	1 Yr.
Mailing List Changes	Current Year	-