

INTER-ORGANIZATION CORRESPONDENCE

UNITED STATES STEEL CORPORATION

TO Holders of USS Procedure Manual

DATE December 29, 1965

FROM J. M. Deal, General Manager
Systems and Procedures
Pittsburgh Service Center

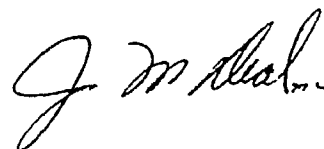
SUBJECT USS Procedure Manual Instruction
Number ACC 200-01
Records Protection Program

The attached instructions, developed by the Office Services Division, are intended to update the United States Steel records protection program. Following are comments concerning the revised instructions as received from Mr. James Thomson, Manager, Office Services:

The procedure involves sending to Annandale Archives, copies or microfilms of records needed for emergency construction of a balance sheet in case of fire, flood or other disaster and copies or microfilms of other vital records needed for general protection purposes. It replaces former protection of records instructions which were in use prior to the reorganization of 1964. However, it should be noted that the information does not affect any of the normal retention of records procedures or schedules.

It is necessary that each designated responsibility transmit their record copies to the Archives at the time and frequency shown in the schedules included in the procedure.

Any questions concerning these instructions should be referred to your Departmental Records Retention Representative or to J. J. Simica, Room 1306, 525 William Penn Place, Extension 3696.



Attachment



Procedure Manual

SUBJECT	<u>RECORDS RETENTION AND PROTECTION</u> <u>RECORDS PROTECTION PROGRAM</u>	NUMBER: ACC 200-01 PAGE: 1 DATE: 12-29-65
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envelopes should be handled together and shipped (wrapped or in cartons) to the Annandale Archives. Each envelope, package or carton must contain address as shown in Exhibit A and return address indicating Division, Works, and Department.

3. A Record of Daily Paper Records Shipped to Archives, Exhibit B, is prepared in triplicate by each location sending daily paper records to the Archives. The original and duplicate copy are sent in a separate standard letter envelope to the Archives each day that paper records are mailed. If daily paper records are sent by local messenger service, Form G-19301 (01.000.0110) is sent by the same service. First Class Mail is used only by points not serviced by daily messenger service. The third copy is retained by the sender.
4. The original and duplicate of the form are completed by the Archives and the original is maintained as the Archives control record. The duplicate copy serves as an acknowledgement of receipt and is returned to the Works or Department. Instructions for completing Form G-19301 (01.000.0110), Exhibit B, are as follows:
 - a. Opposite word "Company" or "Division", insert the name of the company or division.
 - b. Following the word "Location", show the name of the Works, Plant or Office.
 - c. After "Mailing Address", insert the number, street name, city, postal zone, and state.
 - d. On the blank line above the word "(date)", insert the date records were actually shipped to Archives.
 - e. On the blank line above the word "(number)", insert the number of packages containing envelopes that were shipped to the Archives. If envelopes were not reduced to packages but were sent individually, leave blank.
 - f. On the blank line following the word "via" indicate the method by which records were shipped; that is, messenger, first class mail, express, air mail, etc.
 - g. On the blank line above the word "(number)" and preceding the word "Envelopes" insert the number of envelopes that are contained in the packages referred to in (e) above.
 - h. In column captioned "Date of Records", insert the exact date records were created.



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record being microfilmed, Form G-18958 (01.000.0111), Exhibit C, showing all the detailed data required to permit accurate and expeditious handling of the record in the microfilming center, proper indexing and storage of record film and proper return of original material to the originator. The various items of information on the card are completed as follows:

- a. Title of Record: Indicate complete title of the record including form number.
- b. Record Number: Each form or document determined as an item to be microfilmed is assigned a record number by the submitting location. The numbers are assigned consecutively starting with (1) at each location the prefixed by the location's leased wire code letters.
- c. Company Name: Insert full company or division name.
- d. Department or Works: Indicate General Office Department or Works (including Works department) preparing the record.
- e. Contact: Indicate name and telephone number of person delegated to serve as the source of information to the microfilming center concerning any item of information on the card. (Note: c and d above may be left blank provided the contact person is located at the same address to which the records are to be returned.)
- f. Disposition of Documents: Show complete mailing address to which record is to be returned, including any internal mail handling arrangement that might expedite the return of the record to its proper location.
- g. Description:
 - (1) Size: Indicate exact size of record. If various sizes, indicate range of sizes.
 - (2) Color: Indicate color of paper used for record (color of ink need not be shown). If record is of various colors, e.g., Vendor's Invoices, insert "various".
 - (3) One Sided - Two Sided: Check in appropriate space whether one or both sides of the form require microfilming.
 - (4) How Filed: Indicate by check mark whether records are in loose-leaf or bound ledgers, folders, or otherwise.



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- a. Submit material in order or sequence desired for microfilming (responsibility for completeness of the records rests with the originator).
- b. Remove all staples, clips, pins, etc., from the material. In doing so, keep in mind that the records may also require reassembly and, in such case, the top sheet of each group and every single sheet should bear an identifying mark, e.g., an "X" in blue pencil. Certain Legal Documents that may be defaced by removing fasteners should be photographed by unfolding or turning pages without disturbing the fasteners.
- c. Material in looseleaf binders or fastened in folders is removed from the rings or fasteners and replaced in the binders or folders except as noted above.
- d. Where red figures indicating a credit appear on a record, encircle the entire figure to indicate credit on the film.
- e. Submit the appropriate "Declaration of Intent and Purpose", Form G-19101 (01.000.0112), Exhibit D, or Form G-19102 (01.000.0113), Exhibit E. Authority for signing the forms is the responsibility of the Department Head. In those cases where "Declaration of Intent", Form G-19102 (01.000.0113), Exhibit E, is to be used the following instructions are to be observed:
 - (1) The destruction of the records is not to be carried out until the person who signed the "Declaration of Intent" is satisfied that the microfilm contains all the records which are to be destroyed. The actual destruction of the records is to be carried out at the direction and under the supervision of the Department Head, in such manner that he can personally certify to the destruction. The Department Head writes a letter to the supervisor in charge of the Microfilm Center identifying the records destroyed by Division location, title and date, the number of the "Declaration of Intent", the microfilm rolls on which such records appear and stating the date such records were destroyed. A signed copy of this letter is preserved permanently in the files of the department.
- f. In the case of complicated files, contact the Microfilm Center if necessary before doing any preparatory work.
- g. If any mending is required, it is accomplished by using scotch tape on the under side of the document or, if document is printed on both sides, on the side with more legible printing.
- h. In addition to the "Declaration of Intent and Purpose" targets



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in labeling both 16 and 35 mm film boxes. This form is used only with boxes containing microfilms of important records which are essential to the reconstruction of the balance sheet and are usually microfilmed on a daily basis. Since the microfilms of these records are retained only for comparatively short periods, and may possibly include on the same roll, records of several divisions, the copy is used as an Archives control record and no copy is returned either to the microfilm center or the record originator. In this connection, if a daily roll contains records of several companies with variable retention periods, the longest retention period is shown when completing the destruction date block on the label.

6. TRANSMITTAL OF MICROFILM ROLLS TO ANNANDALE ARCHIVES

All rolls of microfilm that are to be sent to Annandale Archives are recorded by the Microfilm Center on a "Daily Shipping Notification and Acknowledgement" form in duplicate, Form 01.000.0117, Exhibit I. The original copy is mailed to the Archives along with copies of the carton labels. The duplicate copy is sent with the cartons of film as a packing slip. Receipt of each roll is acknowledged by the Archives in the bottom portion of the original copy and returned to the microfilming center together with completed copies of the carton labels.

7. METHODS OF OBTAINING DUPLICATE PRINT ROLLS OF MICROFILMED RECORDS STORED AT ARCHIVES

- a. Any department requiring duplicate print rolls of their negative film stored at Annandale Archives is to advise the Archives by letter of the rolls desired. Mail letter as follows:

United States Steel Corporation
Supervisor
Annandale Archives
Boyers, (Butler County), Pennsylvania

The letter should list a description of the individual rolls of positive print film desired. Identification of rolls can be obtained from the duplicate copy of the Microfilm Record, Form G-19082 (01.000.0115), Exhibit G, which is being retained by the Department. The information which Archives requires to enable them to locate the particular rolls for duplication should be shown in the letter under the following columnar headings:

<u>Department</u> <u>and Division</u>	<u>Location</u>	<u>Title Record</u>	<u>Film File</u> <u>Number</u>	<u>Film Center</u>
--	-----------------	---------------------	-----------------------------------	--------------------

- b. The Archives duplicate, process and proofread the rolls of film and prepare a Microfilm Record (Box Label) Form G-19082 (01.000.0115), Exhibit G, in detail from the original Microfilm Record attached to the box of negative film in their possession. The Archives also posts to the Record History Card, the actual date on which the print film is returned.

STANDARD METHOD OF ADDRESSING ENVELOPES FOR
MAILING COPIES OF RECORDS TO ANNANDALE ARCHIVES FOR
PROTECTION

(Use Brown Kraft Envelopes Size 10" x 13" or 11-1/2" x 14-1/2" Only)

Department or Works
Company or Division
and Complete Return
Address

Show following
Coding in this
sequence and
position without
any other cap-
tions or explana-
tion

Abbreviation
(Eng) only when
envelope contains
Engineering Draw-
ings.

Numerical Date
of Records

Numerical Date
of Destruction

Envelope Number

(
(
(
(

)
)
)
)

United States Steel Corporation
Supervisor
Annandale Archives
Boyers (Butler County) Pennsylvania

ACC 200-01
EXHIBIT B
DATE 12-29-65

8 19501 01.000.0110 UNITED STATES STEEL CORP. Company or Division _____				RECORD OF DAILY PAPER RECORDS SHIPPED TO ARCHIVES Location _____ Mailing _____			
TO ANNANDALE ARCHIVES:				Address _____			
On _____ (Date) We shipped you _____ (Number) package(s), via _____							
Containing following _____ (Number) Envelopes of Daily Paper Records							
				FOR USE BY ARCHIVES ONLY			
RETENTION	DATE OF RECORDS	ENVELOPE NUMBERS	DESTRUCTION DATE	SECTION	SHELF	DATE DESTROYED	BY
60 DAYS							
6 MONTHS							
1 YEAR							
CAL.YR. + 2 MOS.							
2 YEARS							
SIGNATURE _____				DATE _____			
ACKNOWLEDGEMENT							
ALL OF THE ABOVE ENVELOPES RECEIVED EXCEPT THOSE CIRCLED IN RED - BY _____ DATE _____							
ANNANDALE ARCHIVES							

ACC 200-01
EXHIBIT C
DATE 12-29-65

TITLE OF RECORD _____		RECORD NO. _____	
<u>ORIGINATION OF DOCUMENTS</u>		<u>DISPOSITION OF DOCUMENTS</u>	
COMPANY _____		REQUIRED RETURN DATE _____	
DEPT. / WORKS _____		COMPANY _____	
TITLE AND PHONE OF PERSON TO CONTACT _____		DEPT. / WORKS _____	
		ADDRESS _____	
<u>DESCRIPTION</u>			<u>PACKAGING</u>
SIZE _____ ONE SIDED ☐ LOOSE LEAF BINDER ☐ FOLDERS ☐			CARTONS ☐
COLOR _____ TWO SIDED ☐ BOUND LEDGER ☐ OTHER ☐			ENVELOPES ☐
<u>FREQUENCY AND VOLUME</u>			
VOLUME AT START OR INTERMITTENT RECORDS	DAILY	WEEKLY	BI-WEEKLY
<u>RETENTION PERIOD</u>			<u>MICROFILMING INSTRUCTIONS</u>
	ONE MONTH	ONE YEAR	
FILMS			
DOCUMENTS			
DISTRICT MICROFILMING CENTER			TYPE OF FILM: BLACK AND WHITE ☐
RECORD IDENTIFICATION MASTER CARD			KODACHROME ☐
4-18958 01.000.0111 UNITED STATES STEEL CORP.			CAMERA _____
			ESTIMATED PROCESSING TIME _____
			INDEXING _____

(Reverse side contains spacing for originator and microfilming center to insert "remarks")

© 1961 01.000.0112
(To be used whenever records are to be retained.)

DECLARATION OF INTENT AND PURPOSE—NUMBER 30006

I, _____, _____
(Name) (Title)
of _____, do hereby declare that:
(Name of Company)

The records to be microphotographed along with this declaration are actual records of _____, created in or resulting from its regular course of business; and
(Name of Company)

It is the established policy of said corporation to microphotograph such records in the regular course of its business, as a part of its planned organizational operating procedure, for security purposes so as to be able to reproduce such records in the event of accidental destruction or other loss thereof; and

It is not the intent of said corporation to destroy said records microphotographed herein at this time, but should it be deemed advisable to destroy such records at some future time a certificate evidencing the actual destruction thereof will be microphotographed and the microfilm thereof will be affixed to the physical end of this roll of microfilm.

(Date)

(Place)

(Signature)

(Title)

(Name of Company)

ACC 200-01
EXHIBIT E
DATE 12-29-65

© 1964 01.000.0113
(To be used whenever records are to be immediately destroyed.)

DECLARATION OF INTENT AND PURPOSE—NUMBER 2500

I, _____, _____
(Name) (Title)
of _____, do hereby declare that:
(Name of Company)

The records to be microphotographed along with this declaration are actual
records of _____, created in or resulting
(Name of Company)
from its regular course of business; and

It is the express intent and purpose of said corporation to destroy said records; and

The destruction of the records microphotographed herein (including this "Declara-
tion of Intent and Purpose" and the following "Certificate of Authenticity") is to be
accomplished only after inspection of the processed microfilm to insure completeness
of coverage, but immediately thereafter said records will be destroyed; and

It is the established policy of said corporation to microphotograph and destroy
such records as those microphotographed herein, as part of the planned organizational
operating procedure of said corporation in its regular course of business.

_____ (Date)	_____ (Signature)
_____ (Place)	_____ (Title)
	_____ (Name of Company)

ACC 200-01
EXHIBIT F
DATE 12-29-65

G-10000 01.000-0114 U.S. STEEL CORP.		DATE REC'D _____	
RECEIPT FOR RECORDS RECEIVED AT MICROFILMING CENTER			
COMPANY NAME _____			
DEPT. OR WORKS _____			
POSTAL ADDRESS _____			

TITLE OF RECORD _____			

RECORD NO. _____			
DATE FORWARDED	REQ. RETURN DATE	NO. OF CARTONS	NO. OF ENVELOPES
_____	_____	_____	_____
APPROX. NO. OF DOCUMENTS _____			
FIRST DOCUMENT _____			
LAST DOCUMENT _____			
REMARKS _____			

SIGNED _____			

ACC 200-01
EXHIBIT G
DATE 12-29-65

FILM FILE NO.		FILM CTR.	DEPARTMENT	
FORM NO. AND TITLE			PERIOD COVERED	
INDEX NO.	DESCRIPTION			
DATE FILMED	COLOR	FILM NO.	DESTRUCTION DATE	REDUCTION
				1
RECD. ARCHIVES	RECORDS DESTROYED	FILED AT ARCHIVES		
		SECTION	DRAWER	
MICROFILM RECORD		U. S. STEEL CORP. 6-16662 01.000.0115		

ACC 200-01
EXHIBIT H
DATE 12-29-65

FILM FILE NO.		FILM CTR.	DEPARTMENT	
FORM NO. AND TITLE			PERIOD COVERED	
INDEX NO.	DESCRIPTION			
	(BUFF)			
DATE FILMED	COLOR	FILM NO.	DESTRUCTION DATE	REDUCTION
				:1
RECD. ARCHIVES	RECORDS DESTROYED		6-19083 U. S. STEEL CORP.	
			MICROFILM RECORD 01.000.0116	

ACC 200-01
EXHIBIT I
DATE 12-29-65

DAILY SHIPPING NOTIFICATION AND ACKNOWLEDGEMENT

TO ANNANDALE ARCHIVES:

ON _____ WE SHIPPED YOU VIA _____

THE FOLLOWING MICROFILMS.

[illegible]

DATE _____
(Center Number and Location)

TO: _____
(Center Number and Location)

ALL OF THE ABOVE RECEIVED EXCEPT THOSE MARKED BY (X).

DATE _____ ANHANGDALE ARCHIVES

01.000.0117
U.S. STEEL CORP.

By _____

Exhibit J

SHEET 1 OF 4

ISSUED 12-29-65

REVISED

UNITED STATES STEEL CORPORATION
RECONSTRUCTION OF THE BALANCE SHEET

SCHEDULE OF RECORD COPIES TO BE SENT TO ARCHIVES

COMPANY OR DIVISION United States Steel (USS) LOCATION General Office and/or Service Centers

TITLE OR DESCRIPTION OF RECORD TO BE PROTECTED	RESPONSIBLE DEPARTMENT OR OFFICE	KIND OF COPY M-MICROFILM P-PAPER COPY	SCHEDULE OR FREQUENCY OF SUBMITTAL TO ARCHIVES	RETENTION PERIOD AT ARCHIVES	REMARKS
Check Register (Daily Manual - typed)	Accounts Payable	P	Daily	60 Days	
Check Register (1401 Tape)	same	P	As Prepared	2 Years	
Form A/P 14 - Details of Balance in Account 17.02 - Materials in Transit	same	P	Monthly	60 Days	
Daily Tabulation of Trial Balance by Due Date	same	P	Daily	60 Days	
Detailed Tabulation of Payables by Due Date	same	P	Monthly	60 Days	
Vendors - Customers Code (11 Digits)	Coding Section	Computer Tape	Monthly	See Remarks	Return previous tape upon receipt of new tape
Journal Entry Setting Up Unaudited Bills	Accounts Payable	P	Monthly	60 Days	
Credit Memos - Customer Claims of \$500 and Less	Commercial - District Sales Offices	P	Daily	60 Days	
Commodity Commitment Contracts (Including Service, Rentals, & License Agreements)	Purchasing Div.	M	As Executed	6 Years	
Executed Purchase Orders - Orders Written From a Recommendation for Placement (copy of order only)	same	P	Daily	6 Months	
Trial Balance of Book Ledger of Investments and Reserves	Property Acctg.	P	Monthly	60 Days	
Form GM-15195 Detailed Statement of Property Retired	same	P	Monthly	Review after 50 Years	ACC 200-01 Exhibit J Sheet 1 of 4
Form GM-15196 Detailed Statement of Additions to Investment	same	P	Monthly	Review after 50 Years	
SR 120.01 - Appropriation Progress Report	same	P	Monthly	Review after 50 Years	
Authority and Card of Accounts for Each New Appropriations Granted	same	P	Daily	5 Years	
Blast Furnace Ledger	same	M	Monthly	1 Year	

NOTE: Records are also used for regular retention when feasible.

Exhibit J

SHEET 2 OF 4

ISSUED 12-29-65

REVISED

UNITED STATES STEEL CORPORATION

RECONSTRUCTION OF THE BALANCE SHEET

SCHEDULE OF RECORD COPIES TO BE SENT TO ARCHIVES

COMPANY OR DIVISION United States Steel (USS) LOCATION General Office and/or Service Centers

TITLE OR DESCRIPTION OF RECORD TO BE PROTECTED	RESPONSIBLE DEPARTMENT OR OFFICE	KIND OF COPY M-MICROFILM P-PAPER COPY	SCHEDULE OR FREQUENCY OF SUBMITTAL TO ARCHIVES	RETENTION PERIOD AT ARCHIVES	REMARKS
Daily Listing of Balances-by Treas. Area Invoices & Credit Memos Issued by General Office	Accts. Receivable	P	Daily	60 Days	
In Transit Ledger - Account 17.02	Invoicing Group	P	Daily	60 Days	
Outbound Prepaid Transportation Expense	Accts. Receivable	M	Monthly	60 Days	
Control Sheets - Account 30.03.2	same	M	Monthly	60 Days	
Purchases for Resale Inventory Ledger	same	M	Monthly	60 Days	
Net Payroll Register	Salary Payroll	P	Monthly	50 Years	
Summary of Daily Record of Employments, Terminations, and Transfers	same	P	Daily	1 Year	
Purchasing Department Advice re Pig Tin Loaned to Outsiders	Genl. Stocks Acctg.	P	As Received	1 Year	
Balance Sheet Work Sheets	Accts. & Reports	P	Monthly	60 Days	
Journal Entries	same	M	Monthly	60 Days	
Copies of the following Standard Reports - SR 2 and Details, SR's 11 through 42	same	P	As Issued	60 Days	
Tabulated General Ledger	same	P	Monthly	60 Days	
Royalty Data Summary Sheets - Prepaid	Budgets & Projects	P	As Received	60 Days	
Royalty Data Summary Sheets - Accrued	same	P	As Received	60 Days	
Ledgers for Accts. 30.07.5, 33.11 and 24.01	same	M	Monthly	60 Days	
G20120 Cash Report	Treasury Services	P	Daily	60 Days	ACC 200-01 Exhibit J Sheet 2 of 4
GM2770 Working Fund - Summary of Dis- bursements	same	P	As Prepared	1 Year	

NOTE: Records are also used for regular retention - non fasci-

Exhibit J

SHEET 3 OF 4

ISSUED 12-29-65

UNITED STATES STEEL CORPORATION

RECONSTRUCTION OF THE BALANCE SHEET

SCHEDULE OF RECORD COPIES TO BE SENT TO ARCHIVES

COMPANY OR DIVISION United States Steel (USS) LOCATION General Office and/or Service Centers REVISED _____

TITLE OR DESCRIPTION OF RECORD TO BE PROTECTED	RESPONSIBLE DEPARTMENT OR OFFICE	KIND OF COPY M-MICROFILM P-PAPER COPY	SCHEDULE OR FREQUENCY OF SUBMITTAL TO ARCHIVES	RETENTION PERIOD AT ARCHIVES	REMARKS
2 GM 2770 Working Fund - Detail of Un-claimed Items Disbursed Notes and Acceptances Receivable GT-5834 Outstanding & Undeliverable Checks	Treasury Services same same	P M P	Monthly Daily As Prepared	1 Year 7 Years 1 Year	Photostat Copy
Notes Receivable Compensation Agreements	Law Department same	M M	As Received As Executed	7 Years 50 Years	
Daily and Weekly Production Reports (114 Series Reports)	Cost & Statistics	P	Weekly	60 Days	
Plant Production Directives	Production Plnng.	P	Monthly	60 Days	Including Interim Revisions as Produced
Instructions for Reconstructing a Balance Sheet from data stored at Annandale Archives	General Acctg. Planning	P	At start of program and when revised. (Identify envelope with letters Records entry)	Review after 50 years	Replace instructions in storage with a complete up-to-date set when required. "ACC" above Date of
Works Listing of Balance of Stores Inventories	Data Processing	P	Monthly	60 Days	
					ACC 200-01 Exhibit J Sheet 3 of 4

NOTE: Records are also used for regular retention when feasible.

UNITED STATES STEEL CORPORATION
RECONSTRUCTION OF THE BALANCE SHEET

SCHEDULE OF RECORD COPIES TO BE SENT TO ARCHIVES

COMPANY OR DIVISION United States Steel (USS) LOCATION Works, Raw Materials and Service Centers REVISED

TITLE OR DESCRIPTION OF RECORD TO BE PROTECTED	RESPONSIBLE DEPARTMENT OR OFFICE	KIND OF COPY M-MICROFILM P-PAPER COPY	SCHEDULE OR FREQUENCY OF SUBMITTAL TO ARCHIVES	RETENTION PERIOD AT ARCHIVES	REMARKS
Bank Deposit Slips	Paymaster	P	Daily	2 Years	
GM-2770 Working Fund - Summary of Disbursements	same	P	As Prepared	1 Year	
2 GM-2770 Working Fund - Detail of Unclaimed Items Disbursed	same	P	Monthly	1 Year	
3 G-16746 - Reconciliation of Working Fund	same	P	Monthly	1 Year	
GM-17515 - Check Transmittal	same	P	As Prepared	1 Year	
GT-5834 - Outstanding & Undeliverable Checks	same	P	As Prepared	1 Year	
Paymaster's Orders	same	P	Daily	1 Year	
Net Payroll Register	Time & Payroll	P	As Completed	50 Years	
Summary of Daily Record of Employments, Terminations and Transfers	same	P	Daily	1 Year	
Weekly Vacation Detail Report	same	P	Weekly	1 Year	
Weekly Statistics Run-Weekly Hours By Man Number and Occupation	same	P	Weekly	60 Days	
WSR 17 - Detailed Inventory Statement	General Accounts	P	Monthly	1 Year	
Works Monthly Cost Brochure	same	P	Monthly	60 Days	
Report of Receipts (Including Interworks)	same	P	Daily	60 Days	
Journal Entry Setting Up Unaudited Bills	same	P	Monthly	60 Days	
Appropriations and Works Authorization - Summary of Shop & Work Order Distribution	same	P	Daily	6 Months	When Original Recipient
GM-14928 - Report of Products Returned	same	P	As Issued	Until Settlement	
Invoices Rendered, Credit Memos and Debit Memos	Billing Bureau	P	Daily	60 Days	Where Mailed
Interworks Billings	same	P	Daily	60 Days	
Shipping Notices	same	P	Daily	60 Days	

ACC 200-01
Exhibit J
Sheet 4 of 4

Exhibit K

UNITED STATES STEEL CORPORATION
RECORDS PROTECTION PROGRAM

SHEET 1 OF 3

ISSUED 12-29-65

SCHEDULE OF RECORD COPIES TO BE SENT TO ARCHIVES

COMPANY OR DIVISION United States Steel (USS) LOCATION General Offices REVISED _____

TITLE OR DESCRIPTION OF RECORD TO BE PROTECTED	RESPONSIBLE DEPARTMENT OR OFFICE	KIND OF COPY M-MICROFILM P-PAPER COPY	SCHEDULE OR FREQUENCY OF SUBMITTAL TO ARCHIVES	RETENTION PERIOD AT ARCHIVES	REMARKS
Sales Contracts and Supporting Data	Commercial - Line Sales	P	6 month intervals	Review after 50 years	
Annual Consumer Report Tabulations (Previously referred to as Sales Performance Reports)	Commercial Research	P	Annually	Review after 50 years	
Steel Markets	Commercial Research	P	Annually	Review after 50 years	
Lists of USS Extras	Commercial Price Co-ordination	P	Annually or after change	Review after 50 years	
Lists of USS Base Prices	Commercial Price Co-ordination	P	Annually or after change	Review after 50 years	

ACC 200-01
Exhibit K
Sheet 1 of 3

Exhibit K

UNITED STATES STEEL CORPORATION
RECORDS PROTECTION PROGRAM

SHEET 2 OF 3

ISSUED 12-29-65

SCHEDULE OF RECORD COPIES TO BE SENT TO ARCHIVES

COMPANY OR DIVISION United States Steel (USS) LOCATION Service Centers REVISED

TITLE OR DESCRIPTION OF RECORD TO BE PROTECTED	RESPONSIBLE DEPARTMENT OR OFFICE	KIND OF COPY M-MICROFILM P-PAPER COPY	SCHEDULE OR FREQUENCY OF SUBMITTAL TO ARCHIVES	RETENTION PERIOD AT ARCHIVES	REMARKS
Machine Operating Procedures, Wiring Diagrams, Programs, etc. (pertaining to electronic and electro-mechanical processing equipment)	Data Processing	P	At start of Program and changes as they occur (Identify envelopes with letters "TAB" above Date of Records entry)	Review after 50 years	Replace accumulated revised pages in storage with a complete up-to-date set of instructions when warranted.

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Exhibit K

UNITED STATES STEEL CORPORATION
RECORDS PROTECTION PROGRAM

SHEET 3 OF 3

ISSUED 12-29-65

SCHEDULE OF RECORD COPIES TO BE SENT TO ARCHIVES

COMPANY OR DIVISION United States Steel (USS) LOCATION Works and Raw Materials REVISED _____

TITLE OR DESCRIPTION OF RECORD TO BE PROTECTED	RESPONSIBLE DEPARTMENT OR OFFICE	KIND OF COPY M-MICROFILM P-PAPER COPY	SCHEDULE OR FREQUENCY OF SUBMITTAL TO ARCHIVES	RETENTION PERIOD AT ARCHIVES	REMARKS
Machine Operating Procedures, Wiring Diagrams, Programs, etc. (pertaining to electronic and electro-mechanical processing equipment)	Tab. & Computers	P	At start of Program and changes as they occur (Identify envelopes with letters "TAB" above Date of Records entry)	Review after 50 years	Replace accumulated revised pages in storage with a complete up-to-date set of instructions when warranted.
Engineering Drawings	Engineering	P - M	At start of Program and changes as they occur (Identify envelopes with letters "ENG" above Date of Records entry)	Review after 50 years	See Procedure - Engineering Drawings

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