

UNION CARBIDE CORPORATION

UCC

MORRISVILLE, VERMONT

H. W. Fawcett
Elkem Management, Inc.
Park West Office Center
Building One
Cliff Mine Road
Pittsburgh, PA 15275

August 17, 1981

Re: Hawks Nest - Glen Ferris
Transfer of Records

Dear Mr. Fawcett:

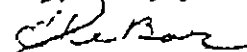
Per Mr. G. L. Triplett's instructions by letter dated August 12th, we are forwarding to your attention under separate cover thirty-nine (39) carton of Hawks Nest - Glen Ferris records. These files have been sent to the UCC Records Center over the years by various UCC components, primarily the Law Department and Metals Division.

We have attached a Records Transfer Memo (pgs. 1-3) which provides a general overview of the contents of each carton. Further detail is shown, where possible, on an enclosed itemized list.

These files represent the sum total of all records held at the UCC Records Center relating to the Hawks Nest - Glen Ferris Hydroelectric Project. We hope the Transfer Memo and detail will provide adequate indexing of these old and voluminous files.

Please acknowledge receipt of these files by signing and returning a copy of this letter.

Very truly yours,


E. W. DeBor

EWD/s

Encl.

cc: Messrs. P. J. Fournier
F. A. Smith
G. J. Triplett





UNION CARBIDE CORPORATION
RECORDS ADMINISTRATION DEPARTMENT

UC 381-41N REV

RECORDS TRANSFER MEMORANDUM — DOCUMENTS AND REPORTS

DATE	SHEET
8-17-81	1 OF 2

USE THIS FORM TO TRANSFER RECORDS TO THE UNION CARBIDE RECORDS CENTER AT MORRISVILLE, VERMONT (see instructions over)

TRANSFERRED FROM:	DIVISION-DEPARTMENT	ADDRESS
	UCC Records Center	LaPorte Rd. Morrisville, VT 05661
RECORDS RETENTION & PROTECTION MANUAL REFERENCE	GIVE SECTION NUMBER AND SECTION TITLE APPLYING TO THE RECORDS TRANSFERRED	
	SECTION NUMBER	SECTION TITLE
		Hawks Nest-Glen Ferris Records

DESCRIBE EACH CARTON OF RECORDS TRANSFERRED BELOW

CARTON NO.	RECORD NAME (As it Appears in Records Retention and Protection Manual)	ALPHABETIC OR NUMERIC CONTENTS OF EACH CARTON	EARLIEST AND LATEST DATES IN EACH CARTON	RECORDS CENTER USE		
				Row	Stack	No.
	Thirty-nine (39) cartons records sent to Morrisville, VT by various components of Union Carbide Corp. all relating to Hawks Nest-Glen Ferris W.V. General description follows - specifics attached.					
1.	Project 2512 West Virginia - Hawks Nest (Federal Power Commission License)	2 folders	1-1-38			
2.	Application, licenses, & workpapers		1940 - 1952			
3.	" "		" "			
4.	Electro Metallurgical Co. - detail		1933 - 1940			
5.	New Kanawha Power Co. - detail		" "			
6.	Application to Federal Power Comm.		1919 - 1962			
7.	" "		" "			
8.	" "		" "			
9.	Law Records - Project 1856 - detail		1930 - 1964			
10.	" "		" "			
11.	" "		" "			
12.	" "		" "			
13.	" "		" "			
14.	Applications, blueprints, corresp. engineering reports and technical reports		" "			

SIGNATURES REQUIRED ON FIRST SHEET IN SERIES ONLY

TRANSFER AUTHORIZED BY (SIGNATURE AND TYPED NAME)	APPROVAL BY RECORDS ADMINISTRATION DEPARTMENT

THE PERSON SIGNING ABOVE OR HIS SUCCESSOR WILL BE NOTIFIED

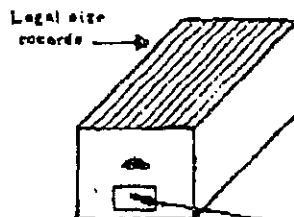
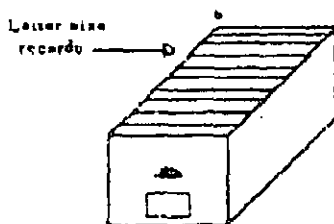
P.03

DEC-05-2001 13:19

CORPORATE RECORDS CENTER — The Corporate Records Center in Morrisville, Vermont is a Union Carbide Facility for the economical and safe storage of inactive records and a safe depository for vital and archival records. The Center offers its storage space and reference services to locations of the Corporation. Documents and reports stored in Morrisville will be kept until their retention periods expire, when they will be destroyed. The Center also maintains special facilities for processing and storing microfilm.

HOW TO SHIP RECORDS TO THE CORPORATE RECORDS CENTER

- a Refer to the Records Retention and Protection Manual and obtain the Section Number and Title which applies to the records you wish to send to Morrisville. Record them on the front of this form in the blocks provided.
- b Order Records Cartons from the stockroom on a stationery requisition form. You will need 1-1/2 cartons for a letter size file drawer and 2 cartons for a legal size drawer. The cartons and covers will arrive flat. You can assemble them by folding. Pack the records in the same order in which they were filed including file folders and file guides.



VC 381-270			
TO UNION CARBIDE CORPORATION MORRISVILLE, VERMONT			
RECORDS SHIPPED BY	DIVISION OR COMPANY	DEPARTMENT	
ADDRESS	FLOOR	CARTON NO.	CARTONS
OF			
(Please do not use this space)			

- c Order Shipping Labels from the stockroom on a stationery requisition. Prepare one label for each carton and identify them with consecutive numbers. Place one label on the unstapled end of each carton under the handgrip.
 - d Prepare a Records Transfer Memorandum in 4 copies, sign, and send them to the Records Administration Dept., 270 Park Ave., New York, New York 10017. Copy 2 will be returned to you for your files. If the records to be transferred are vital, do not use this form. See "Vital Records" below.
 - e Prepare a Building Service Work Order and send it with the cartons to the loading platform where the cartons will be sealed and shipped to Morrisville.
- IF YOU ARE OUTSIDE NEW YORK, order cartons, labels, and forms by letter to Union Carbide Corporation, Morrisville, Vermont 05661. Tape the covers to the cartons, enclose copy 4 as a packing list and ship them prepaid to Union Carbide Corporation, Morrisville, Vermont 05661. When shipping by truck, the bill of lading should read "Old Office Records - value N/X 3-1/2¢ per lb."

HOW TO BORROW RECORDS FROM THE CORPORATE RECORDS CENTER

- a Contact the Center by letter to Union Carbide Corporation, Morrisville, Vermont 05661 or by Telephone — 802-888-3174.
- b Identify Yourself by name, division, or department, and address.
- c Describe the Records you Wish to Borrow by referring to your copy of the Records Transfer Memorandum form on which the shipment to Morrisville was recorded. Give the date on the form, carton number the record was shipped in, and the record name shown on the form. Then describe the specific record you want.
- d You Will Receive the Records Requested within 30-48 hours.

HOW TO RETURN BORROWED RECORDS

- a Return Full Cartons just as you received them. Print "RETURN" on the label under the address. Send the cartons to the loading platform where they will be re-sealed and shipped to Morrisville.
- b Return Less than Full Cartons by enclosing the records in an envelope or package which is marked "RECORDS RETURNED TO MORRISVILLE, VT." Send the envelope or package by First Class mail to Union Carbide Corporation, Morrisville, Vermont 05661.

VITAL RECORDS — Documents and reports necessary for the continued existence of the Corporation are considered vital and, when not protected by natural dispersion, are protected by sending copies to Morrisville. These copies may be the original record, a duplicate, a microfilm, or any other kind of copy, whichever is the most practical and economical. Records protected in this manner are assigned a Vital Record Number for reference and control purposes. THIS FORM SHOULD NOT BE USED TO SHIP VITAL RECORDS TO MORRISVILLE. Vital Records must be sent directly to Morrisville as soon as possible after their creation or completion. No cover letter or form is needed if the Vital Record Number, location identification, and date or inclusive dates of the record are clearly marked on each copy or batch of copies.



UNION CARBIDE CORPORATION
RECORDS ADMINISTRATION DEPARTMENT

UC 351-4TH REV.
RECORDS TRANSFER MEMORANDUM — DOCUMENTS AND REPORTS

DATE	SHEET
8-17-81	2 OF

USE THIS FORM TO TRANSFER RECORDS TO THE UNION CARBIDE RECORDS CENTER AT MORRISVILLE, VERMONT (SEE INSTRUCTIONS PAGE)

TRANSFERRED FROM:	DIVISION-DEPARTMENT	ADDRESS
	UCC Records Center	LaPorte Rd. Morrisville, VT 05661
RECORDS RETENTION & PROTECTION MANUAL REFERENCE	GIVE SECTION NUMBER AND SECTION TITLE APPLYING TO THE RECORDS TRANSFERRED	
	SECTION NUMBER	SECTION TITLE
		Hawks Nest - Glen Ferris

DESCRIBE EACH CARTON OF RECORDS TRANSFERRED BELOW

CARTON NO.	RECORD NAME (As It Appears In Records Retention and Protection Manual)	ALPHABETIC OR NUMERIC CONTENTS OF EACH CARTON	EARLIEST AND LATEST DATES IN EACH CARTON			RECORDS CENTER USE					
			From	-	Thru	From	-	Thru	Row	Stack	No.
15.	Applications, blueprints, corresp. engineering reports and technical reports					1930	-	1964			
16.	" "					"		"			
17.	" "					"		"			
18.	" "					"		"			
19.	" "					"		"			
20.	" "					"		"			
21.	" "					"		"			
22.	" "					"		"			
23.	" "					"		"			
24.	" "					"		"			
25.	" "					"		"			
26.	Misc. records - Laws, legislation FPC, WVPSC, land & water rights technical and engineering, equipment					1931	-	1951			
27.	" "					"		"			
28.	" "					"		"			
29.	" "					"		"			

SIGNATURES REQUIRED ON FIRST SHEET IN SERIES ONLY

TRANSFER AUTHORIZED BY (SIGNATURE AND TYPED NAME)	APPROVAL BY RECORDS ADMINISTRATION DEPARTMENT

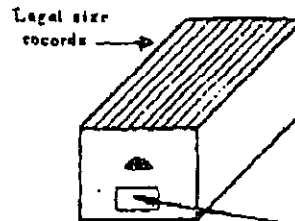
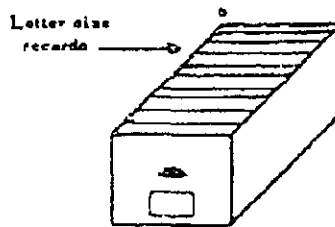
THE PERSON SIGNING ABOVE OR HIS SUCCESSOR WILL BE NOTIFIED
CR 14

REC-02-1007-00-000

CORPORATE RECORDS CENTER — The Corporate Records Center in Morrisville, Vermont is a Union Carbide Facility for the economical and safe storage of inactive records and a safe depository for vital and archival records. The Center offers its storage space and reference services to locations of the Corporation. Documents and reports stored in Morrisville will be kept until their retention periods expire, when they will be destroyed. The Center also maintains special facilities for processing and storing microfilm.

HOW TO SHIP RECORDS TO THE CORPORATE RECORDS CENTER

- Refer to the Records Retention and Protection Manual and obtain the Section Number and Title which applies to the records you wish to send to Morrisville. Record them on the front of this form in the blocks provided.
- Order Records Cartons from the stockroom on a stationery requisition form. You will need 1-1/2 cartons for a letter size file drawer and 2 cartons for a legal size drawer. The cartons and covers will arrive flat. You can assemble them by folding. Pack the records in the same order in which they were filed including file folders and file guides.



UC 381.878				
 TO UNION CARBIDE CORPORATION MORRISVILLE, VERMONT				
RECORDS SHIPPED BY	DIVISION OR COMPANY		DEPARTMENT	
ADDRESS	FLOOR	CARTON NO.	CARTONS OF	
(Please do not use this space)				

- Order Shipping Labels from the stockroom on a stationery requisition. Prepare one label for each carton and identify them with consecutive numbers. Place one label on the unstapled end of each carton under the handgrip.
- Prepare a Records Transfer Memorandum in 4 copies, sign, and send them to the Records Administration Dept., 270 Park Ave., New York, New York 10017. Copy 2 will be returned to you for your files. If the records to be transferred are vital, do not use this form. See "Vital Records" below.
- Prepare a Building Service Work Order and send it with the cartons to the loading platform where the cartons will be sealed and shipped to Morrisville.

IF YOU ARE OUTSIDE NEW YORK, order cartons, labels, and forms by letter to Union Carbide Corporation, Morrisville, Vermont 05661. Tape the covers to the cartons, enclose copy 4 as a packing list and ship them prepaid to Union Carbide Corporation, Morrisville, Vermont 05661. When shipping by truck, the bill of lading should read "Old Office Records - value N/X 3-1/2¢ per lb."

HOW TO BORROW RECORDS FROM THE CORPORATE RECORDS CENTER

- Contact the Center by letter to Union Carbide Corporation, Morrisville, Vermont 05661 or by Telephone — 802-888-3174.
- Identify Yourself by name, division, or department, and address.
- Describe the Records you Wish to Borrow by referring to your copy of the Records Transfer Memorandum form on which the shipment to Morrisville was recorded. Give the date on the form, carton number the record was shipped in, and the record name shown on the form. Then describe the specific record you want.
- You Will Receive the Records Requested within 30-48 hours.

HOW TO RETURN BORROWED RECORDS

- Return Full Cartons just as you received them. Print "RETURN" on the label under the address. Send the cartons to the loading platform where they will be re-sealed and shipped to Morrisville.
- Return Less than Full Cartons by enclosing the records in an envelope or package which is marked "RECORDS RETURNED TO MORRISVILLE, VT." Send the envelope or package by First Class mail to Union Carbide Corporation, Morrisville, Vermont 05661.

VITAL RECORDS — Documents and reports necessary for the continued existence of the Corporation are considered vital and, when not protected by natural dispersion, are protected by sending copies to Morrisville. These copies may be the original record, a duplicate, a microfilm, or any other kind of copy, whichever is the most practical and economical. Records protected in this manner are assigned a Vital Record Number for reference and control purposes. THIS FORM SHOULD NOT BE USED TO SHIP VITAL RECORDS TO MORRISVILLE. Vital Records must be sent directly to Morrisville as soon as possible after their creation or completion. No cover letter or form is needed if the Vital Record Number, location identification, and date or inclusive dates of the record are clearly marked on each copy or batch of copies.



UNION CARBIDE CORPORATION
RECORDS ADMINISTRATION DEPARTMENT

UC 331-411H REV.

RECORDS TRANSFER MEMORANDUM — DOCUMENTS AND REPORTS

DATE

8-17-81

SHEET

3

OF

USE THIS FORM TO TRANSFER RECORDS TO THE UNION CARBIDE RECORDS CENTER AT MORRISVILLE, VERMONT (see instructions over)

TRANSFERRED FROM:	DIVISION-DEPARTMENT	ADDRESS
	UCC RECORDS CENTER	LaPorte Rd. Morrisville, VT 05661
RECORDS RETENTION & PROTECTION MANUAL REFERENCE	GIVE SECTION NUMBER AND SECTION TITLE APPLYING TO THE RECORDS TRANSFERRED	
	SECTION NUMBER	SECTION TITLE
		Hawks Nest - Glen Ferris

DESCRIBE EACH CARTON OF RECORDS TRANSFERRED BELOW

CARTON NO.	RECORD NAME (As It Appears In Records Retention and Protection Manual)	ALPHABETIC OR NUMERIC CONTENTS OF EACH CARTON	EARLIEST AND LATEST DATES IN EACH CARTON	RECORDS CENTER USE		
				Row	Stack	No.
		From — Thru	From — Thru			
30.	Misc. records - Laws, legislation FPC, WVPSC, land & water rights technical and engineering, equipment		1931 - 1951			
31.	" "		" "			
32.	" "		" "			
33.	Folders from WV file containing letters of past negotiations on acquisition of land & property		1917 - 1948			
34.	" "		" "			
35.	Construction, engineering, & equipment correspondence		" "			
36.	Construction - bids, proposals, specs		" "			
37.	Misc. - Federal Power Act, cost schedules etc.		" "			
38/ 39	Ledgers - Large carton - accounting, cost schedules, construction		" "			

SIGNATURES REQUIRED ON FIRST SHEET IN SERIES ONLY

TRANSFER AUTHORIZED BY (SIGNATURE AND TYPED NAME)

APPROVAL BY RECORDS ADMINISTRATION DEPARTMENT

THE PERSON SIGNING ABOVE OR HIS SUCCESSOR WILL BE NOTIFIED
30 DAYS BEFORE THESE RECORDS ARE DESTROYED

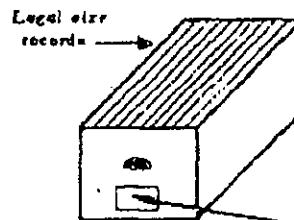
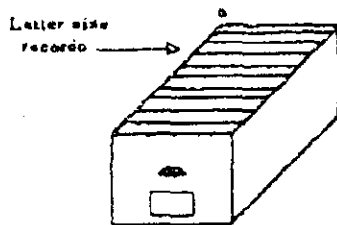
10/1/81

02:51 1002-9A-030

CORPORATE RECORDS CENTER — The Corporate Records Center in Morrisville, Vermont is a Union Carbide Facility for the economical and safe storage of inactive records and a safe depository for vital and archival records. The Center offers its storage space and reference services to locations of the Corporation. Documents and reports stored in Morrisville will be kept until their retention periods expire, when they will be destroyed. The Center also maintains special facilities for processing and storing microfilm.

HOW TO SHIP RECORDS TO THE CORPORATE RECORDS CENTER

- Refer to the Records Retention and Protection Manual and obtain the Section Number and Title which applies to the records you wish to send to Morrisville. Record them on the front of this form in the blocks provided.
- Order Records Cartons from the stockroom on a stationery requisition form. You will need 1-1/2 cartons for a letter size file drawer and 2 cartons for a legal size drawer. The cartons and covers will arrive flat. You can assemble them by folding. Pack the records in the same order in which they were filed including file folders and file guides.



VC 387-576			
TO UNION CARBIDE CORPORATION MORRISVILLE, VERMONT			
RECORDS SHIPPED BY	DIVISION OR COMPANY	DEPARTMENT	
ADDRESS	FLOOR	CARTON NO.	CARTONS
OF			
(Please do not use this space)			

- Order Shipping Labels from the stockroom on a stationery requisition. Prepare one label for each carton and identify them with consecutive numbers. Place one label on the unstapled end of each carton under the handgrip.
 - Prepare a Records Transfer Memorandum in 4 copies, sign, and send them to the Records Administration Dept., 270 Park Ave., New York, New York 10017. Copy 2 will be returned to you for your files. If the records to be transferred are vital, do not use this form. See "Vital Records" below.
 - Prepare a Building Service Work Order and send it with the cartons to the loading platform where the cartons will be sealed and shipped to Morrisville.
- IF YOU ARE OUTSIDE NEW YORK, order cartons, labels, and forms by letter to Union Carbide Corporation, Morrisville, Vermont 05661. Tape the covers to the cartons, enclose copy 4 as a packing list and ship them prepaid to Union Carbide Corporation, Morrisville, Vermont 05661. When shipping by truck, the bill of lading should read "Old Office Records - value N/X 3-1/2¢ per lb."

HOW TO BORROW RECORDS FROM THE CORPORATE RECORDS CENTER

- Contact the Center by letter to Union Carbide Corporation, Morrisville, Vermont 05661 or by Telephone — 802-888-3174.
- Identify Yourself by name, division, or department, and address.
- Describe the Records you Wish to Borrow by referring to your copy of the Records Transfer Memorandum form on which the shipment to Morrisville was recorded. Give the date on the form, carton number the record was shipped in, and the record name shown on the form. Then describe the specific record you want.
- You Will Receive the Records Requested within 30-48 hours.

HOW TO RETURN BORROWED RECORDS

- Return Full Cartons just as you received them. Print "RETURN" on the label under the address. Send the cartons to the loading platform where they will be re-sealed and shipped to Morrisville.
- Return Less than Full Cartons by enclosing the records in an envelope or package which is marked "RECORDS RETURNED TO MORRISVILLE, VT." Send the envelope or package by First Class mail to Union Carbide Corporation, Morrisville, Vermont 05661.

VITAL RECORDS — Documents and reports necessary for the continued existence of the Corporation are considered vital and, when not protected by natural dispersion, are protected by sending copies to Morrisville. These copies may be the original record, a duplicate, a microfilm, or any other kind of copy, whichever is the most practical and economical. Records protected in this manner are assigned a Vital Record Number for reference and control purposes. THIS FORM SHOULD NOT BE USED TO SHIP VITAL RECORDS TO MORRISVILLE. Vital Records must be sent directly to Morrisville as soon as possible after their creation or completion. No cover letter or form is needed if the Vital Record Number, location identification, and date or inclusive dates of the record are clearly marked on each copy or batch of copies.

HAWKS NEST - GLEN FERRIS

shipment to Elkem

ITEMIZED LISTING

by carton

- 3.6 NEW-KANAWHA POWER COMPANY (Now Electro Metallurgical Co.)
- ✓ .61 Incorporation - Committee on New Kanawha Power Co. Affairs
Dissolution - Reorganization of Power Department.
 - ✓ .612 Financial Estimates - 1927 through 1937. Yearly & Monthly
Research Projects. Retarded Construction Program.
Construction Budgets.
 - ✓ .6120 Invoices - Requisitions.
 - ✓ .6121 Payroll - Expense Accounts - Employment Personnel.
 - ✓ .61210 Work Orders.
 - ✓ .62 Applications for Positions. Positions in other companies.
 - .63 Weekly Reports - Construction, etc. See Book.
 - ✓ .64 Plant Balance Sheet and Summary of Charges to Operation.
Miscellaneous Financial. Cost of West Virginia Plant.
Accounting Instructions. Property Accounting.
 - ✓ .69 General - Medical Services - Sanitation. For Housing
see 3.90.
 - ✓ .690 Insurance - Surety Bonds, etc.
 - ✓ .691 Rates - Public Service Commission - Typical Rates in
West Virginia - Sales of Power - Sale of Boomer Elec.
to Appalachian E.P. Co. (See also 3.702, 1930-34)
 - ✓ .692 SILICOSIS
 - ✓ .6921 Industrial Hygiene in Tunnel Work. Mortality Statistics
1936 Study.
 - ✓ .69211 Tunnel Ventilation - Carbon Monoxide - Landis.
 - ✓ .69212 Rinehart and Dennis Fatal Accidents.
 - .69213 Non-Fatal Accidents - McClintic Marshall.
 - ✓ .69214 Insurance - Compensation.
 - ✓ .69218 Silicosis Literature - Discussions - Addresses - Committee
Societies.
 - ✓ .6922 Suits.
 - .69220 Summons - Silicosis Suits.

✓ Transferred to Vermont

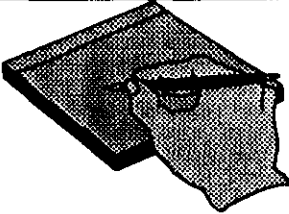
Count # 31

- 3.69221 Attachments, Silicosis Suits.
- ✓ .69222 Trials, Silicosis Suits - Testimony - Briefs - Experts.
- .692222 Lilly & Lilly
- ✓ .692227 Records of Plaintiffs, Silicosis Suits. Work Records.
- ✓ .692228 Mr. Davis' Notes on Silicosis Suits.
- ✓ .692229 General Material Under Trial of Silicosis Suits. List of Suits.
- ✓ .6928 Insurance in Connection with Silicosis Suits. Accounting.
- ✓ .69281 Fees, Expert Testimony, Silicosis Suits.
- ✓ .6929 General - Rock Samples.
- ✓ .69291 Newspaper Clippings, Silicosis Suits. 1936 Magazine and Newspaper publicity.

3.7 TECHNICAL AND ENGINEERING SIDE OF WEST VIRGINIA POWER DEVELOPMENT

- .70 Electro Metallurgical Company
- ✓ .701 Power Output at Glen Ferris, Discharge through Turbines, Gauge Readings, Water Elevations, etc. Equipment at Glen Ferris Plant, Dam. (Turbines - See 3.761 also.)
- ✓ .702 Industrial Plant at Alloy. Utilization of Power, Cost Estimates, etc. Cabin Creek Assessment. Dock - Dike. Advertising Signs. Boncar.
- ~~.763 Huntington Plant.~~
- ✓ .709 General - Electro Metallurgical Company. Watchman. A.T.&T. Co. (For Housing see 3.90) (See also 3.7688 March 7 to September 16, 1932 for A.T.&T. Co.)
- .72 Companies Other Than Electro Metallurgical Company
- .721 Willson Aluminum Company - Great Kanawha River Dam. Permission of Sec'y. of War 2-27-99 to build Dam.
- ~~.722 Carbide & Carbon Chemical Company.~~

✓ Transferred to Vermont

	POLICY <i>Records Management</i> <i>Page 2 of 2</i>		Section IX - Administration Subsection 2. Record Retention Policy
Date: 03/01/98	Prepared by:	Approved by:	Doc. No.: 2.1
Rev. Date:	Legal	A. C. LaRusso <i>ALZ</i>	Rev. No.: 0

Duplicate and Electronic Copies

This policy applies to all copies of Company records, including photocopies, microfiche or microfilm, computer floppy or hard discs, and tape drives or other electronic media, whether located in individual offices or employees' homes. No physical or electronic copies shall be retained in excess of the prescribed retention period.

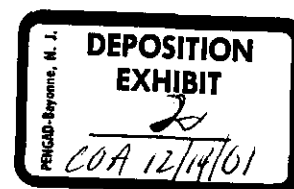
Personal Records

Employees frequently maintain various forms of personal records, such as electronic or desk calendars, phone lists and the like. No specific retention schedules are established for such records, but a good rule of thumb is to destroy these records after a two-year retention period. As noted above, however, all copies of records subject to the attached retention Schedules are themselves subject to the Schedules, whether maintained in formal Company files, "personal" desk files, or otherwise.

Administrative Procedures

Each operating unit shall, under the direction of its controller, develop and implement written procedures to comply with this policy. Such procedures shall ensure the identifiability and retrievability of records and shall properly protect their security and confidentiality. Procedures shall provide for periodic audits as appropriate to ensure compliance with this policy.

Schedule Attached



North American Division

SCHEDULE 1

A.	CORPORATE RECORDS	RETENTION PERIOD
1.	Records of incorporation, by-laws and amendments thereto for the Company and subsidiaries and affiliates	(P)
2.	Qualification to do business in states and related records	(P)
3.	Corporate seals	(P)
4.	Canceled stock certificates	(20 plus review by General Counsel)
5.	Stock transfer and stockholder records	(P)
6.	Dividend records	(P)
7.	Minute books of Corporate and Subsidiary Boards, Board committees and stockholder meetings	(P)
8.	Annual reports, quarterly reports and proxy material	(P)
9.	Shareholder proxies except for those related solely to the election of directors	(P)
10.	Proxies for election of directors	(10)
11.	All financing documents, credit agreements, loan agreements, commitments, etc.	(10 after satisfaction or termination)
12.	Acquisition files	(P)
13.	Divestiture files	(20 plus review by General Counsel)
B.	LEGAL FILES AND PAPERS	RETENTION PERIOD
1.	Requests for departure from records retention plan	(P)
2.	Litigation files including correspondence, depositions, discovery, responses and pleadings: a) Major litigation b) Other litigation	(as determined by General Counsel on a case by case basis) (1 after expiration of appeals or time for filing appeals)

SCHEDULE 1 (continued)**Page 2**

B.	LEGAL FILES AND PAPERS (continued)	RETENTION PERIOD
3.	Legal memoranda and opinions subject matter files	(5 after close of matter. Thereafter, review for utility and historic value.)
C.	CONTRACTS	RETENTION PERIOD
1.	Contracts and related correspondence and documents - commercial	(7 after expiration or termination plus written approval of General Counsel)
2.	Contracts -- government	(3 after completion)
3.	Licensing and distribution agreements including production and royalty data	(6 after expiration or termination plus written approval of General Counsel)

SCHEDULE 2**PAGE 3**

A.	ACCOUNTING AND FINANCE	RETENTION PERIOD
1.	Annual audited financial statements	(P)
2.	General ledgers	(10*)
3.	General journals and other posting & control media subsidiary to the General Ledgers	(7*) ¹
4.	Annual audit workpaper package	(7*)
5.	Monthly financial statements	(7*)
6.	Bank statements and canceled checks	(7*)
7.	Original copies of accounts payable invoices and employee expense reports:	
	a) Normal trade payables	(7*)
	b) Freight bills	(3*)
8.	Accounts receivable invoices	(4*)
9.	Accounts receivable cash receipts files	(4*)
10.	Annual plans and budgets	(2)
11.	Strategic plans	(2 after termination of plan period)
12.	Census bureau and other government surveys	(7)
13.	Physical inventory records	(7*)
14.	Appropriation requests	(1 after post completion review)
B.	Tax Records	Retention Period
1.	Tax returns (income, franchise, property)	(P)
2.	Tax bills, receipts and statements	(P)

*The Corporate Controller will annually issue a directive outlining the specific years to be destroyed.

SCHEDULE 2 (continued)**Page 4**

B.	TAX RECORDS (continued)	RETENTION PERIOD
3.	Tax workpaper packages - originals	(P, Operating division copies to be retained for 7 years)
4.	Payroll tax records	(7*)
5.	Sales and use tax records	(7*)
6.	Excise tax records	(7*)

SCHEDULE 3**Page 5**

A.	PERSONNEL RECORDS	RETENTION PERIOD
1.	Original union agreements	(P)
2.	Invention assignment forms	(P)
3.	Records showing employee exposure to potentially hazardous substances	(P, except documents may be discarded after 30 years after termination of all affected employees)
4.	Medical histories or health data	(P)
5.	Earnings records (general)	(P)
6.	Employees' personnel records, including individual attendance records, application forms, performance evaluations, termination papers, exit interview records, withholding information, garnishments, test results (individual), etc.	(4 after termination)
7.	Individual contracts of employment	(7 after termination)
8.	Commissions/bonuses, incentives, awards, etc.	(7)
9.	Attendance records (general)	(3)
10.	Job descriptions	(3 after superseded)
11.	Safety or injury frequency reports	(10)
12.	Affirmative action programs	(5 after superseded)
13.	EEO-1 and EEO-2 Employer information reports	(2 after superseded or filing, whichever is longer)
14.	Applications, resumes, results of pre-employment physicals, and related correspondence (non-hired applicants) a) Advertised job openings b) Unsolicited applications and resumes	(2 from date of non-hire decision) (1)
15.	Correspondence with employment agencies and advertisements for job openings	(1 from date of hiring decision)

SCHEDULE 3 (continued)**Page 6**

A.	PERSONNEL RECORDS	RETENTION PERIOD
16.	Wage and salary surveys	(3)
17.	Census reports and headcount comparisons	(3)
18.	Employee handbooks	(P) ¹
B.	PAYROLL DOCUMENTS	RETENTION PERIOD
1.	Employee earnings records	(P)
2.	Labor distribution cost records	(7)
3.	Payroll registers (gross and net)	(7)
4.	Unclaimed wage records	(6)
5.	Employee deduction authorizations	(4 after termination)
6.	Assignments, attachments and garnishments	(3 after payment or settlement)
7.	Time cards and sheets	(2)
C.	PENSION RECORDS	RETENTION PERIOD
1.	Pension plans and all amendments thereto	(P)
2.	Pension plan determination letters	(P)
3.	Records of employee service and eligibility for pension (including hours worked and any breaks in service)	(P)
4.	Required personal information on employees and former employees. (Name, address, social security number, period of employment, pay: hourly or salary)	(P)
5.	Records of plan administrator setting forth authority to pay	(P)
6.	Records of pension paid to employees or their beneficiaries	(6 after final payment)

SCHEDULE 3 (continued)

Page 7

[illegible]

SCHEDULE 4**Page 8**

A.	INSURANCE POLICIES	RETENTION PERIOD
1.	Workers compensation	(P)
2.	Product liability	(P)
3.	Umbrella	(P) ¹
4.	Property	(P)
5.	Fidelity & crime	(P)
6.	General liability	(P)
7.	Other 3rd party	(P)
B.	CERTIFICATES	RETENTION PERIOD
1.	Issued on behalf of Company	(3)
2.	Issued To Company	(P)
C.	GROUP INSURANCE PLANS	RETENTION PERIOD
1.	Active employees	(until plan is amended or terminated)
2.	Retirees	(P or until 6 years after death of last eligible participant)
D.	AUDITS OR ADJUSTMENTS	(2 after final adjustment)
E.	CLAIMS FILES (including correspondence, medical records, injury documentation, etc.)	RETENTION PERIOD
1.	Workers compensation	(10 after close)
2.	Product liability	(open - no litigation, 5 after last correspondence or contact with claimant)

SCHEDULE 4 (continued)**Page 9**

E.	AUDITS OR ADJUSTMENTS	RETENTION PERIOD
3.	1st party	(5 after last correspondence or contact with insurer)
4.	Other 3rd party	(5 after last correspondence or contact with 3rd party)
5.	Long term disability	(10 after return to work, retirement or death)
6.	Group life	(5 after close)
F.	RELEASE/SETTLEMENTS	(25)
G.	INSPECTIONS	(3)
H.	LOSS RUNS	(10)
I.	ANNUAL LOSS SUMMARIES	(10)
J.	JOURNAL ENTRY SUPPORT DATA	(7)

SCHEDULE 5

Page 10

A.	PLANT AND PROPERTY RECORDS	RETENTION PERIOD
1.	Original purchase, sale or lease agreement of plant facility	(P)
2.	Correspondence, property deeds, easements, licenses, rights of way and miscellaneous documents pertaining to sold plant facilities	(10 plus approval of General Counsel)
3.	Property insurance policies	(P)
4.	Fixed asset ledgers (year-end run)	(7 plus written approval of Corporate Controller)
5.	Mortgages	(10 after satisfaction)
6.	Records relating to disposal of plant waste	(3)
7.	Plant inspection and safety audit reports	(3)
B.	RESEARCH AND DEVELOPMENT	RETENTION PERIOD
1.	Original patents, trademarks and copyrights	(Life of patent, trademark or copyright plus 3)
2.	Minutes of all technical meetings	(20 plus written approval of General Counsel)
3.	Invention notebooks and invention records	(20 plus written approval of General Counsel)
4.	Laboratory notebooks, supporting data and test data	(20 plus written approval of General Counsel)
5.	Outside submissions of new product ideas	(20 plus written approval of General Counsel)
6.	Quality control data	(20 plus written approval of General Counsel)
7.	Production batch data	(20 plus written approval of General Counsel)

SCHEDULE 5 (continued)**Page 11**

B.	RESEARCH AND DEVELOPMENT	RETENTION PERIOD
8.	Pilot run data and related research	(20 plus written approval of General Counsel)
9.	Inspection and test reports on new or proposed products	(3)
C.	SAFETY AND ENVIRONMENTAL DOCUMENTS	RETENTION PERIOD
1.	Records relating to each occupational injury or illness, including the annual summary of other OSHA Forms	(5)
2.	Companies subject to asbestos standards: a) Personnel or environmental monitoring b) Employee medical examinations	(P) (30)
3.	Companies subject to ionized radiation standard: a) Employee radiation exposure tests	(P)
4.	Companies subject to vinyl chloride standard: a) Monitoring and measuring records and authorized personal rosters b) Medical records c) Monitoring and inspection reports	(30) (Longer of employment plus 20 or 30) (P)
5.	Companies subject to mechanical power press standard: a) Records of periodic regulation inspection	(P)
6.	Companies subject to industrial slings standards: a) Inspection records and repair records	(1)

SCHEDULE 5 (continued)**Page 12**

C.	SAFETY AND ENVIRONMENTAL DOCUMENTS	RETENTION PERIOD
7.	Companies subject to carcinogen standards: a) Authorized personnel rosters b) Medical records c) Monitoring or inspection reports	(20) (30) (P)
8.	Companies subject to ground fault standards: a) Testing records	(P or until superseded)
9.	Companies subject to ethylene oxide standard 29 CFR 1910.1047 a) Testing records	(P)
10.	Environmental site files including insurance claims	(P)
11.	Records relating to disposal of hazardous waste	(3)
D.	MANUFACTURING	RETENTION PERIOD
1.	Lab test reports	(20 plus written approval of General Counsel)
2.	Product tooling, design, specifications and research data	(20)
3.	Engineering change requests	(10)
4.	Engineering change notices	(10)
5.	Work orders	(3)
6.	Bills of material	(2)
7.	Safety related tests and inspection reports for existing products	(5)
8.	Records showing quantities, sources, costs, shipment dates and related information for products assembled abroad with U.S. components	(5 from date of re-entry)

SCHEDULE 5 (continued)[illegible]

SCHEDULE 6

Page 14

A.	SALES AND MARKETING	RETENTION PERIOD
1.	Catalogs and price lists	(P)
2.	Advertising copy and marketing programs	(5)
3.	Copies of packaging materials and instructions	(5)
4.	Customer order files	(4)
5.	Customer correspondence files	(4)
6.	Salesmen's reports	(2)
7.	Sales department copies of invoices	(1)
8.	Rebate and co-op advertising payments	(6)
9.	Exporter's certificate of origin and information necessary to prepare certificate for exports to or imports from Canada	(5)
10.	Records relating to duty drawbacks on exports	(4)
B.	CREDIT RELATING TO CUSTOMERS	RETENTION PERIOD
1.	Application for credit, approval forms, qualification reports	(1 after account becomes inactive)
2.	Collection litigation files	(3 after legal settlement and satisfaction of judgment)
3.	Correspondence - collection	(2)
4.	Customer financial statements	(until superseded)
5.	Guarantees and subordination agreements	(3 after termination and settlement of account)
6.	Security agreements & financing statements	(3 after satisfaction)

SCHEDULE 6 (continued)

[illegible]

SCHEDULE 7

Page 16

A.	LETTERS TO BE DESTROYED WITHIN ONE YEAR	RETENTION PERIOD
1.	Routine letters and notes which require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal and plans for meetings	(1)
2.	Form letters which require no follow-up	(1)
3.	Copies of interdepartmental or other company correspondence where a copy of same will be in the originating department's file	(1)
4.	Letters of general inquiry and replies which complete a cycle of correspondence	(1)
5.	Letters or complaints requesting specific action which have no further value after changes are made or action taken (such as name or address change)	(1)
6.	Other letters of inconsequential subject matter or which definitely close correspondence to which no further reference will be necessary	(1)
7.	Chronological correspondence files	(1)
B.	LETTERS TO BE KEPT FROM 1 TO 5 YEARS	RETENTION PERIOD
1.	Letters explaining but not establishing company policy	(1 - 5)
2.	Letters relating to establishing credit	(1 - 5)
3.	Collection letters after the account is paid	(1 - 5)
4.	Quotation letters where no contract results	(1 - 5)
C.	LETTERS TO KEEP INDEFINITELY OR FOR THE LIFE OF THE PRINCIPAL DOCUMENT WHICH IT SUPPORTS	
1.	Letters pertaining to patents, copyrights, bills of sale, permits, etc.	
2.	Letters which constitute all or a part of a contract or which are important in the clarification of certain points in a contract	
3.	Letters denying liability of the company	

SCHEDULE 7 (continued)**Page 17**

D.	MISCELLANEOUS	RETENTION PERIOD
1.	Books, professional periodicals, published reports, etc.	(review annually for usefulness and discard obsolete material)
2.	Charitable contribution records	(7)
3.	Consultants reports	(2)
4.	Departmental budgets and related work sheets	(2)
5.	Major corporate and division policy and procedure manuals	(Originating department permanent-receiving department retain only current version)
6.	Major speeches by corporate officers	(4 thereafter, review for historical value)
7.	Material of historical value (pictures, publications, etc)	(P, in custody of archives or public relations department)
8.	Project files not otherwise classified	(review at close of project)
9.	Trade association materials	(review annually for usefulness)