

June 17, 1992

T : D. C. Drummond/J. M. Moelich ³⁸¹⁵
J. E. Kuzemchak/R. J. Matt ³⁰⁸⁰
2327 J. D. Luffe/ D. L. Cook ⁴³⁹²
M. A. Reilly ²⁴³⁰
2154 G. C. Stoever/C. Burik ²²⁷⁵
Cedar 4630 Church 2704

Subject: Minutes of June 17 Records Management Committee Meeting

Present: R. Brant, J. Kuzemchak, D. Cook, M. Reilly, G. Stoever and the Recorder

John Kuzemchak reported that the Function 10 - Research and Development presentation has been postponed until the July meeting at Lawrence Kreuer's request.

In the absence of Dave Church, John reported that the Function 8 - Manufacturing review/update effort is being organized. Names of manufacturing associates representing the various SBU's have been submitted to Dave.

So far, seven associates plan to make the trip to the Natrium Plant scheduled for June 24. The tentative plan is to leave PPG Place by van at 10:00 a.m. and arrive back at 5:00 p.m. The itinerary will include a look at their records storage area, a review of policy and local procedures, and a plant tour. John Kuzemchak will publish final plans.

Revisions to the Introduction along with Function 1 - Accounting and Function 5 - Environment, Health and Safety should be issued to the Manual holders by July 15.

Madelyn Reilly mentioned that the Law Department had been receiving requests for copies of past records retention policies in connection with litigation. John Kuzemchak stated that PPG's policy is to retain such items for ten (10) years.

The Group's were provided with the semi-annual listing of boxes stored at the mine. John Kuzemchak will provide a summary of stored boxes by group and staff department shortly.

The next meeting is scheduled for Wednesday, July 15 at 1:30 p.m. in the 9 South Conference Room.

cc: D. M. Bailey
R. D. Duncan
R. W. LeBoeuf
R. M. Rompala
G. A. Zoghby


D. C. Drummond
Recorder

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