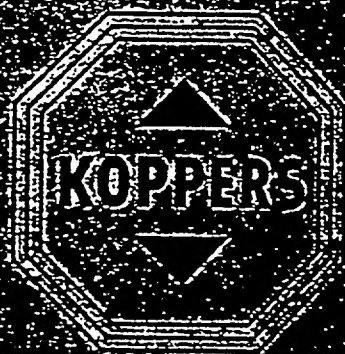


PENGAD-Bayonne, N.J.

PLAINTIFF'S  
EXHIBIT

BEA-59

**PROCEDURES FOR  
PREPARING & SENDING ARCHIVE RECORDS  
TO THE  
RECORD CENTER**



**KOPPERS COMPANY, INC.  
FINANCE DEPARTMENT  
RECORDS RETENTION COMMITTEE**

SC-BE-02970

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N O T I C E

The Committee on Records Retention has published a Master Retention List with accompanying detailed policy forms for those records and documents for which retention dates have been established. The list will be supplemented from time to time as additional records are reviewed. All questions regarding records not covered in the Master List should be referred to the Committee.

The procedures for preparing and sending archive records for Boyer Storage outlined herein should be carefully followed by all concerned. If unusual situations arise requiring special handling, the Manager, Services and Communications Branch, should be consulted.

PROCEDURES FOR PREPARING AND SENDING ARCHIVE RECORDS FOR  
BOYERS STORAGE

The SAFETY, SECURITY AND DISASTER CONTROL PLANT contains the following provision:

"The Company Director (the Company Safety-Security Director) shall formulate proposed plans and procedures for: (a) establishing a centralized company record storage facility (to be known as a Record Storage Center) suitable for the preservation and safekeeping of company security records in the event of an enemy attack or other disaster, and (b) storing, at such Record Storage Center, originals, duplicates, facsimiles or copies of (1) engineering drawings and archive records of all divisions, departments and facilities, and (2) emergency records of those divisions, departments and facilities whose emergency headquarters (when established) are so located as to be accessible to the Record Storage Center in an emergency. When such plans and procedures are cleared for implementation, all segments of the company shall be governed accordingly."

Pursuant to the above, the Company Safety-Security Director has formulated a plan, approved by company management and the Board of Directors, for establishing a Record Storage Center in an underground limestone mine (owned by the National Storage Company) near Boyers, Pennsylvania. An agreement of lease has been entered into for 10,000 square feet of space in this mine, and necessary improvements have been effected to make this space suitable for the storage of all company security records. This Record Storage Center will be hereafter referred to as "Boyers". (See APPENDICES A and B.)

Inasmuch as Boyers is to be utilized for the storage of security records of all segments of the company, it will be maintained as a general service facility of the Finance Department.

To date, procedures have been established for storing at Boyers archive records and security copies of engineering drawings. Proposed procedures for emergency records are in process of preparation.

An outline follows of the procedures established for preparing and transferring archive records for Boyers storage.

1. DEFINITIONS

- 1.1 "Archive records", as defined in the SAFETY, SECURITY AND DISASTER CONTROL PLAN, means any records, other than engineering drawings, which must be preserved for a definite or indefinite time irrespective of any potential emergency or disaster. Archive records may be either active or inactive. (Archive records are to be distinguished from "emergency records" which, as defined in the SAFETY, SECURITY AND DISASTER CONTROL PLAN, means records, other than engineering drawings, which must be preserved only because of their urgent temporary importance to the continuity of management functions at emergency headquarters in the event of an enemy attack or other disaster.)
- 1.2 "Common-type archive records" shall be understood to mean archive records which, after becoming inactive, are to be stored (either immediately or eventually) exclusively at Boyers.
- 1.3 "Special-type archive records" shall be understood to mean archive records, active or inactive, which are to be permanently retained in office files or safes of the controlling division, department or facility, but with copies also to be immediately stored at Boyers.
- 1.4 "Security records", as defined in the SAFETY, SECURITY AND DISASTER CONTROL PLAN, means and includes (collectively) archive records, emergency records and engineering drawings.
- 1.5 "Point-of-origin" shall be understood to mean the office of any plant, department, section or other unit from which archive records have been, or will be, transferred to Boyers.

## 2. RETENTION POLICIES. AND TRANSFERS TO BOYERS

- 2.1 Records Retention Committee. A Records Retention Committee has been assigned the responsibility for establishing company policies, with appropriate schedules, for the guidance of all divisions, departments and facilities in determining (1) what records or documents must be preserved as archive records, (2) the length of time various categories of archive records shall be preserved, and (3) the place or places where archive records shall be retained.
- 2.2 Common-type Archive Records. With respect to common-type archive records- that is, archive records which, after becoming inactive, are to be stored (either immediately or eventually) exclusively at Boyers- the following procedures shall govern for all divisions, departments and facilities except the Verona Research Center:
- (a) Common-type archive records now held in office space in the Koppers Building and other Pittsburgh building locations for which retention schedules have been established shall be transferred to Boyers when such records have become inactive; provided that if these particular areas contain any specific records or documents which, in the judgment of the Records Retention Committee, should be temporarily retained in Pittsburgh, such specific records or documents may be retained in storage space in the Koppers Building (only) for such time as the Records Retention Committee may designate.
- (b) Except as may be otherwise specifically authorized by the Records Retention Committee, no inactive common-type archive records having retention dates of less than two years currently on hand in storage space or regular office space of any division, department or facility, may be transferred to Boyers.

(c) Except as may be otherwise specifically directed by the Records Retention Committee, inactive common-type archive records hereafter accumulated at each point-of-origin shall be transferred to Boyers as and when accumulated in sufficient quantity to fill one storage box (as hereinafter described), provided that all such accumulations shall be transferred not later than the end of each calendar year.

(d) When any document constituting a common-type archive record has been removed from an active office file (preparatory to transfer to Boyers), but is still expected to be so frequently referred to that its immediate transfer to Boyers is deemed impractical (in the judgment of the controlling division, department or facility), it may be temporarily retained in storage space in the Koppers Building, or in office or storage space of the controlling division, department or facility, for such time as the Records Retention Committee may specifically authorize.

(e) Common-type archive records temporarily withheld from Boyers storage by authorization of the Records Retention Committee shall be held in complete readiness for quick transfer to Boyers upon direction of the Company Safety-Security Director in the event of an impending emergency. "Complete readiness", with respect to records transferable in Standard Record Boxes and card record boxes, as hereinafter described, means that (1) the records must be properly filed in such boxes, (2) the storage labels must be prepared and in the proper place in the boxes, (3) the Sender's Number must be marked on the boxes as herein directed, and (4) the shipping labels must be prepared and affixed as herein directed.

(f) All common-type archive records for transfer to Boyers, either

immediately or eventually, shall be transferred "as is"; that is, neither microfilms nor any other special copies, duplicates, facsimiles or reproductions shall be prepared for the purpose.

2.3 Special-type Archive Records. With respect to special-type archive records - that is, archive records, active or inactive, which are to be permanently retained in office files or safes of the controlling division, department or facility, but with copies also to be immediately stored at Boyers - the following procedures shall govern for all divisions, departments and facilities except the Verona Research Center:

(a) As soon as possible after inception of this program, each division, department and facility shall prepare, and submit to the Records Retention Committee (on a form to be provided by that Committee), an inventory of specific archive records or documents (active or inactive), then in its possession, which it considers to be of such a nature that in each instance the original, or one or more existing copies, should be permanently retained in its office files or safes. Upon authorization by the Records Retention Committee for the permanent retention at the point-of-origin of the original, or one or more existing copies, of any record or document included in such inventory, the controlling division, department or facility shall proceed as follows:

- (1) If an existing additional paper copy (over and above requirements for office retention) is already available, the same shall be earmarked for Boyers storage.
- (2) Except as provided in subparagraph (3) next following, if an existing additional paper copy (over and above requirements for office retention) is not already available, one such additional paper shall be promptly prepared and earmarked for Boyers storage.

(3) In exceptional circumstances only, where preparation of additional paper copies is considered impractical, due to the quantity or nature of the material involved, microfilms for Boyers storage may be substituted for paper copies, if specifically authorized by the Records Retention Committee, under the following conditions: (a) Microfilms shall be on rolls of 16mm film only; (b) the reduction ratio shall be not greater than 24 to 1; (c) a workable method of indexing the contents of each roll of film shall be provided; (d) negative films only, wound on reels, shall be prepared for Boyers.

(b) After inception of this program, as records or documents are accumulated which are considered special-type archive records, controlling divisions, departments and facilities shall see to it that in every instance, at the time of preparation or acquisition, a paper copy (over and above requirements for office retention) is made available and earmarked for Boyers storage.

(c) All paper copies of special-type archive records earmarked for Boyers storage shall be handled and transferred in the same manner as common-type archive records. Procedures for transmitting microfilms of special-type archive records to Boyers will be prescribed by the Records Retention Committee at the time such microfilms are authorized.

2.4 Archive records of the Verona Research Center shall be made the subject of a separate set of procedures, prepared exclusively for that facility.

### 3. PACKAGING

- 3.1 Filing Records. For transfer to and storage at Boyers, all common-type archive records, and all paper copies of special-type archive records, shall be filed in specially constructed corrugated boxes (as described below), or otherwise packaged, at the point-of-origin.
- 3.2 Standard Record Boxes. All common-type archive records and all paper copies of special-type archive records (except cancelled checks, certain card records, oversize ledgers and oversize loose forms) shall be filed in specially constructed corrugated boxes (with lids) having inside bottom dimensions of approximately 12" x 15" and an inside height of about 10". This box (to be known as the Standard Record Box) will receive, crosswise, standard file folders (or, lengthwise, legal size file folders) placed upright as in an ordinary file drawer. It will also receive standard size bound ledgers and reports.
- 3.3 Drawer-type Card Record Boxes. Cancelled checks, tabulating cards, and other card records not larger than 3-3/4" x 9", for transfer to Boyers from Pittsburgh only, shall be filed in specially constructed drawer-type corrugated boxes having inside bottom dimensions of approximately 9-1/4" x 21-3/4" and an inside height of about 4". (For larger cards, the Standard Record Box will be used.)
- 3.4 Lid-type Card Record Boxes. Cancelled checks, tabulating cards, and other card records not larger than 3-3/8" x 8-1/2", for transfer to Boyers from locations other than Pittsburgh, shall be filed in specially constructed corrugated boxes (with lids) having inside bottom dimensions of approximately 8-1/2" x 15" and an inside height of about 3-1/2". (For larger cards, the Standard Record Box will be used).

- 3.5 Oversize Material. Oversize bound ledgers, oversize loose forms or other oversize records, which cannot be folded or rolled for fitting into the Standard Record Box, may be stacked to a thickness not exceeding 10", and the stack then wrapped in corrugated paper, with an over-wrapping of heavy kraft paper securely sealed with gummed tape. (An alternate method of packing oversize material, consisting of a specially constructed large size corrugated box, may be later adopted if same is found practicable.)
- 3.6 Box Descriptions and Supplies. The boxes and packaging described above are illustrated in APPENDIX C. Supplies of the several types of boxes will be maintained in the Koppers Storeroom, Koppers Building, Pittsburgh, and the requirements of any division, department or facility may be requisitioned in the same manner as other office supplies.

4. STORAGE LABELS AND CONTROLS

- 4.1 Storage Labels. At each point-of-origin, storage labels shall be prepared setting forth information necessary for identification of all record boxes and packages (and the contents thereof) for Boyers storage. The required label is Form K-76, a 6-part snap-out form. It is described in APPENDIX D, where detailed instructions for preparing and handling it at the point-of-origin are also given.
- 4.2 Point-Of-Origin Numbers. For the purpose of permanently identifying all points-of-origin - upon the inception of this program each division and central staff department shall assign a number to each point-of-origin under its jurisdiction, which number shall be known as the Point-Of-Origin Number. The Point-Of-Origin Number shall consist of three digits, with a prefix of one or two letters. In each instance, the letter prefix will indicate the controlling

division or central staff department. For the several presently existing divisions and central staff departments, the letter prefixes to Point-Of-Origin Numbers shall be as follows:

| Prefix | Divisions                  | Prefix | Central Staff Departments   |
|--------|----------------------------|--------|-----------------------------|
| E      | Eng. & Construction Div.   | EX     | Executive                   |
| G      | Gas & Coke Division        | FI     | Finance Department          |
| T      | Tar Products Division      | LW     | Law Department              |
| W      | Wood Preserving Division   | MK     | Marketing Department        |
| M      | Metal Products Division    | PC     | Procurement Department      |
| P      | Plastics Division          | PL     | Public Relations Department |
| C      | Chemicals & Dyestuffs Div. | TR     | Traffic Department          |
| I      | International Division     | ID     | Industrial Relations Dept.  |

A typical example of assignment of Point-Of-Origin Numbers to divisional (or central staff departmental) points-of-origin is shown in APPENDIX E. Current general ledger account numbers should not be used as Point-Of-Origin Numbers, because they are subject to change from time to time.

- 4.3 Sender's Number. At each point-of-origin, there shall be assigned a number to each record box or package - which number will be known as the Sender's Number, and will be shown on the storage label in the space provided, and on the box or package as illustrated in APPENDIX F. The Sender's Number shall be a two-part hyphenated number - the first part consisting of the Point-Of-Origin Number, and the second part a serial number beginning (for each point-of-origin) with the number "1". For example: For records from the Tar Products Division (based on Point-Of-Origin Numbers as assigned in APPENDIX E), the Sender's Numbers T107-1, T107-2 and T107-3 would identify the first three boxes of records from the Finance Section of the Administrative Department. Sender's Numbers T506-1, T506-2 and T506-3 would identify the first three boxes from the Building Materials Section of the Sales Department of that Division.

4.4 Record Center Storage Number. A register will be maintained at Boyers (to be known as the Record Center Register or R. C. Register) in which a series of numbers, tabulated consecutively, and known as Record Center Storage Numbers (or R. C. Numbers), will be made a fixed part of the register form. As each record box or package is received at Boyers, it will be assigned an R. C. Storage Number (i. e., "registered") by simply recording, opposite a number in the R. C. Register, the date received, the Sender's Number, and certain other information taken from the storage label. The R. C. Storage Number will be then inserted on the label proper, and simultaneously on the several label copies. The sender will be informed of the R. C. Storage Number when the ACKNOWLEDGMENT COPY has been returned to him from Boyers. Thereafter the R. C. Storage Number will be the key control at both ends.

## 5. STORAGE SYSTEM

5.1 Shelving. All boxes and packages of archive records, as received at Boyers, will be stored "as is" on open steel shelving, generally (but not necessarily) in the order of their R. C. Storage Numbers. The shelving is constructed in sections, each of which comprises five 42" x 33" shelves placed 24" apart. The topmost shelf is 8' - 3" from the floor (including a 3" base). Twelve Standard Record Boxes will be stored on each shelf, or 60 in each section. The sections are placed back-to-back in groups of from 4 to 12 sections each. Each group of sections will be known as a "station". A four-section station is illustrated in APPENDIX G.

5.2 Location Numbers. Stations are numbered from No. 1 up. Also, the sections in each station are numbered, beginning (for each station) with number 1. The shelves in each section are lettered, the letter

A identifying the bottom shelf, B the next from the bottom, and so on up - C, D and E. The position occupied by each box or package, on each shelf, is also numbered, the position numbers for Standard Record Boxes extending from 1 to 12 for each shelf. The exact storage location of any box or package can be therefore recorded with two hyphenated numbers, as for example:

Station-Section  
12-4

Shelf-Position  
C-7

- 5.3 Completion and Application of Storage Labels. After a record box or package has been registered, and prior to placing it on a storage shelf, its R. C. Storage Number and location numbers (Station-Section Number and Shelf-Position Number) will be inserted on the storage label and (simultaneously) on all accompanying copies thereof. The label proper will then be removed from the snap-out form and affixed to the box or package in prescribed manner (see APPENDIX D); after which the box or package will be placed in its assigned position on the storage shelf.

6. SHIPMENTS TO BOYERS

- 6.1 Packing Record Boxes. When filing records in boxes at the point-of-origin, in any instance where the records do not completely fill the box, the unoccupied space should be packed with crumpled paper, such as newspaper, in a manner to prevent the records from falling into disorder during transportation and handling.
- 6.2 Transmittal of Storage Labels and Copies. Pursuant to instructions in APPENDIX D: (a) With each Standard Record Box and card record box for Boyers storage, the applicable storage label and all copies thereof (except only the SENDER'S COPY) must be forwarded in the box (placed horizontally on top of the records) - with the copies and

the label proper, and accompanying carbons, left in position in the snap-out retainer. (b) With each wrapped package, the BOX COPY (only) of the storage label shall be forwarded in the package (placed on top of the records before wrapping); and the label proper with remaining copies (except the SENDER'S COPY) and accompanying carbons, left in position in the snap-out retainer, shall be mailed to Boyers under separate cover via first class mail, addressed to Koppers Company, Inc., P.O. Box 37, Boyers, Pennsylvania. In all cases the SENDER'S COPY will be held by the sender until the ACKNOWLEDGMENT COPY is returned from Boyers.

- 6.3 Tying Boxes and Packages. (a) Except as provided in clause (b) of this paragraph, all record boxes and packages for transfer to Boyers must be securely tied with extra heavy cord. (b) For transfer to Boyers of record boxes and packages from Pittsburgh only, via company operated and employee driven vehicles, the following rules shall apply:
- (1) Standard Record Boxes, lid-type card record boxes, and securely sealed wrapped packages, may be transferred without tying.
  - (2) Drawer-type card record boxes shall be adequately tied with cord to prevent the drawers from sliding open when handling.

- 6.4 Shipping Labels. At the point-of-origin, a correctly addressed shipping label (preferably a standard Koppers form) must be affixed to each box and wrapped package. The shipping label must not be placed on the end of the box or package on which the storage label will be affixed at Boyers. For boxes, the shipping label should be applied on the top or lid; for wrapped packages on one of the wider sides.

6.5 Transportation. Record boxes and packages may be forwarded to Boyers via company operated vehicles, contract or common carrier truckers, or by express. For other than company vehicles, all transportation charges must be prepaid.

6.6 Shipping Address. Shipments via company operated vehicles, or contract or common carrier truckers, should be directed to:

Koppers Company, Inc.  
c/o National Storage Company  
Pa. Highway Rt. No. 10068  
Boyers, Pennsylvania

Shipments via express should be directed to:

Koppers Company, Inc.  
Harrisville, Butler County Pennsylvania

6.7 Notice of Shipment. Upon dispatch of a shipment of archive records to Boyers, from any point-of-origin, a notice of shipment (in the form of a letter, should be sent immediately to Koppers Company, Inc., Services & Communications Branch, Pittsburgh 19, Pa. Such notice should include the following information:

- (a) The date of shipment.
- (b) How shipped.
- (c) The name of the carrier (if a contract or common carrier trucker).
- (d) A list of the Sender's Numbers covering all boxes and packages in the shipment.

6.8 Shipments from Pittsburgh. Record boxes and packages for transfer to Boyers from points of origin within the city limits of Pittsburgh shall be first delivered (with storage labels and copies in place in boxes and packages as instructed) to the Koppers Storeroom, Sub-basement, Koppers Building. The Storeroom will assemble such shipments from within the city, arrange for transportation to Boyers,

tie boxes and packages when necessary, and apply shipping labels.

## 7. WITHDRAWAL OF RECORDS

7.1 Requests to Boyers. Upon direct request to the Pittsburgh Storeroom, division, departments and facilities having archive records in Boyers storage may obtain: (1) any complete record box or package; (2) any individual record or document; or (3) a copy or reproduction - within limits of duplicating facilities available at Boyers - of any individual record or document. Any such direct request may be made in one of the following ways:

- (a) By mail, on Form K-87, addressed to the Pittsburgh Storeroom Koppers Company, Inc., Koppers Building, Pittsburgh, Pa. (Form K-87, with instructions concerning copies, is shown in APPENDIX E).
- (b) By telegram or teletype, addressed to Koppers Company, Inc.
- (c) By telephone, extension number 681, Pittsburgh office.

7.2 Required Information. Requests by telegram or telephone should include the same information as required on Form K-87, particularly as follows:

- (a) The correct and complete address to which the material wanted should be dispatched from Boyers.
- (b) Directions as to how the material should be dispatched from Boyers (i.e., whether by first class mail, air mail, express, etc.)
- (c) The R.C. Storage Number together with the Station, Section, Shelf and Position of the box or package wanted, or in which the desired record or document is to be found.
- (d) The title or description of the subject matter as set forth on the label proper.
- (e) If a detailed description has been provided on the copies of the storage label, the specific item or items wanted should be clearly identified.

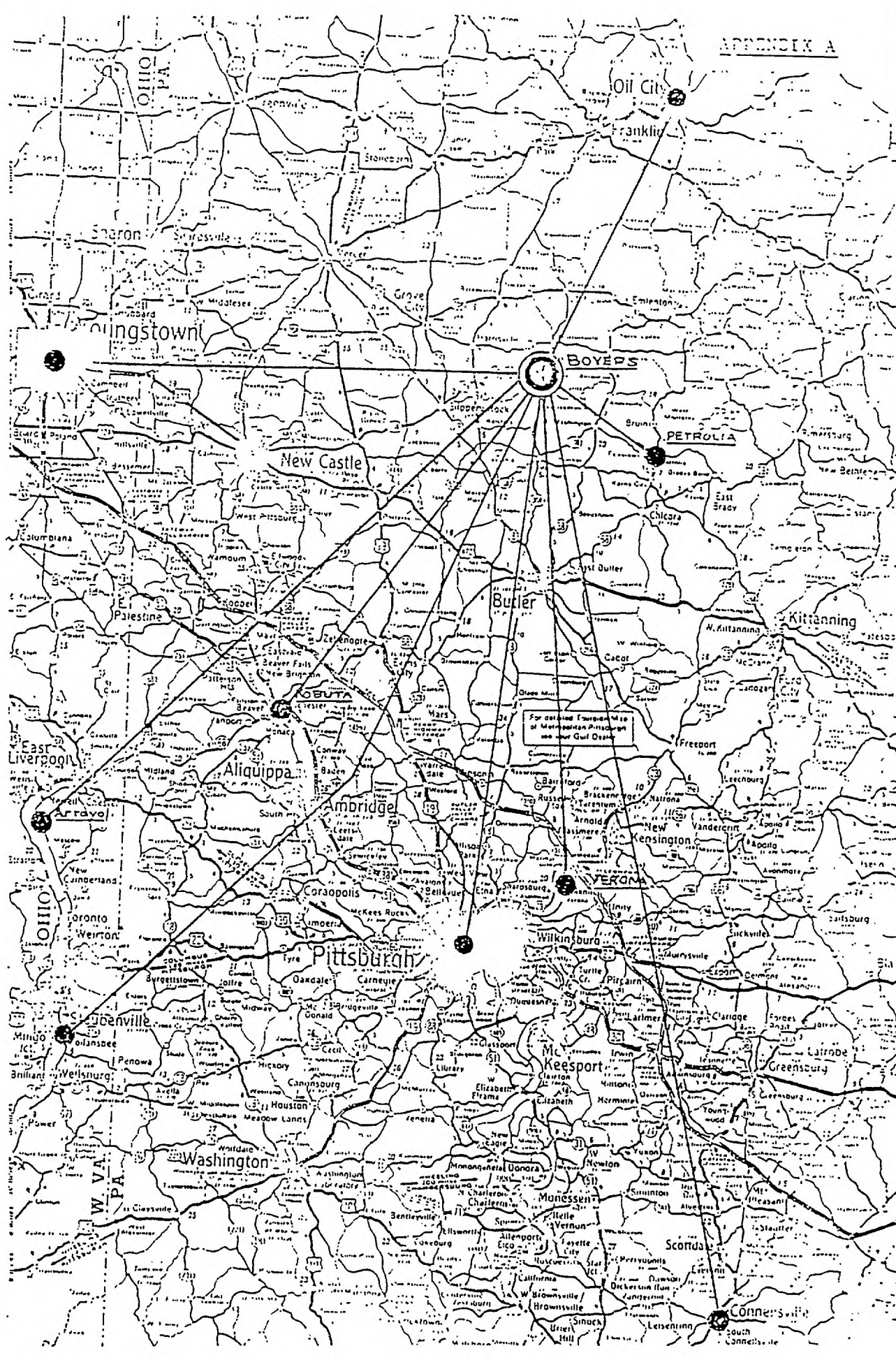
As a matter of record, Form K-87 will be prepared by the Pittsburgh Storeroom covering all requests received by telegram or telephone.

8. SERVICES AT BOYERS

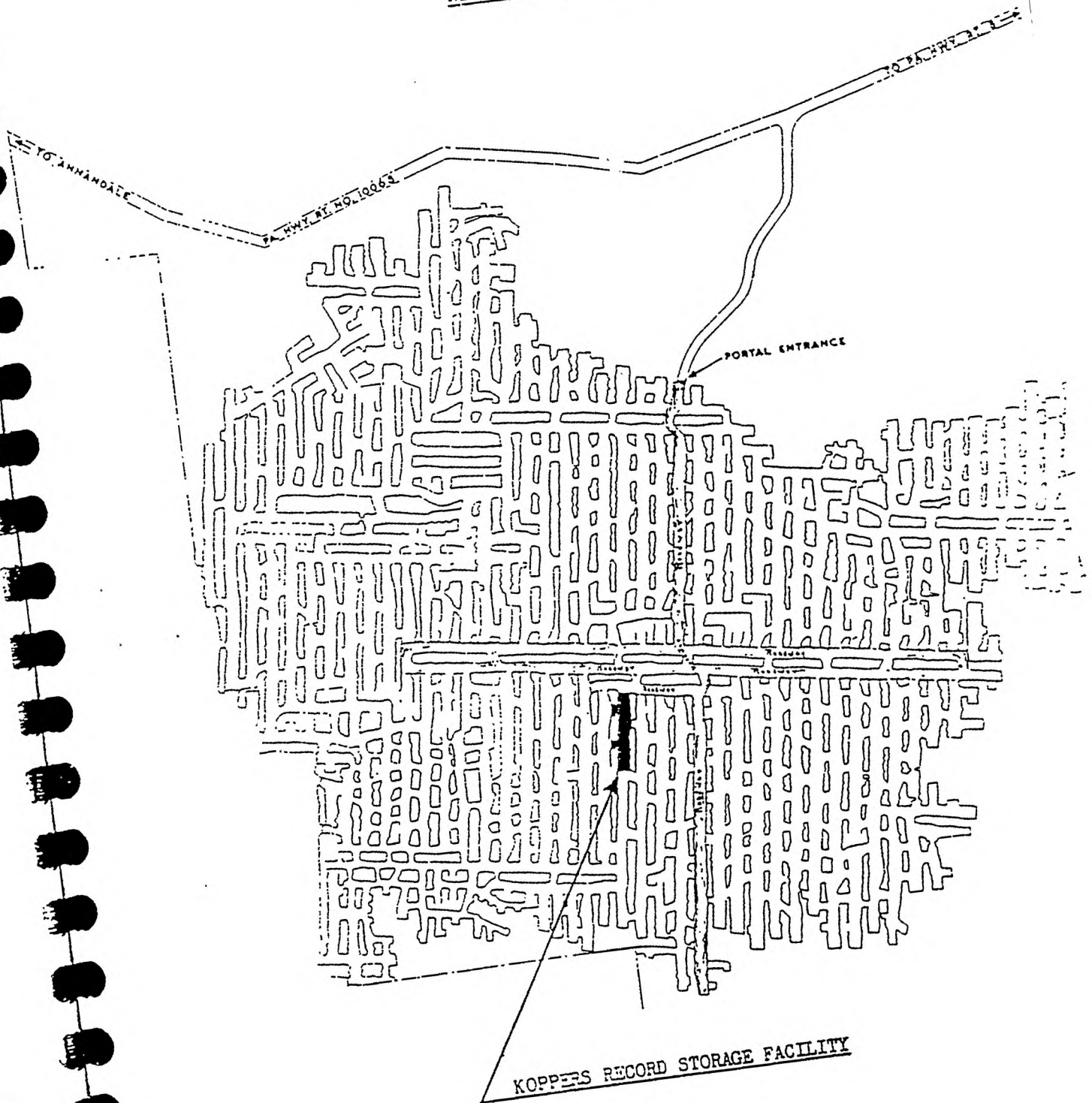
8.1 Attendant. Present demands do not require full time duty of the attendant at Boyers. The attendant, who will be stationed in the Pittsburgh Storeroom, will make trips to Boyers to fulfill requests for withdrawals, to receive and store record boxes and packages and to perform other duties when the need arises.

8.2 Attendant's Duties. With respect to archive records, the duties of the Boyers attendant will include the following:

- (a) Receiving, registering and storing boxes and packages of records.
- (b) Retrieving from storage records and documents required for use or reference.
- (c) When called upon, preparing copies or reproductions of records or documents (within limits of duplicating facilities available at Boyers).
- (d) Dispatching from Boyers records, documents, or reproductions (or unopened boxes or packages when necessary), as requested by owning divisions, departments or facilities.
- (e) Maintaining a "Point-Of-Origin File", in which will be filed copies of storage labels (the NUMERICAL COPY), segregated by points-of-origin, and representing records currently in storage for each point-of-origin. (In this file, the Boyers copies of retrieval Form K-87 will be also retained - representing current withdrawals of records or documents by each point-of-origin.)
- (f) Maintaining a "Destruction File", in which will be filed copies of storage labels (the DESTRUCTION COPY) segregated by months in which specified destruction dates fall.
- (g) Destroying each month records having specified destruction dates within that month. (An incinerator on the Boyers premises will be used for this purpose.)

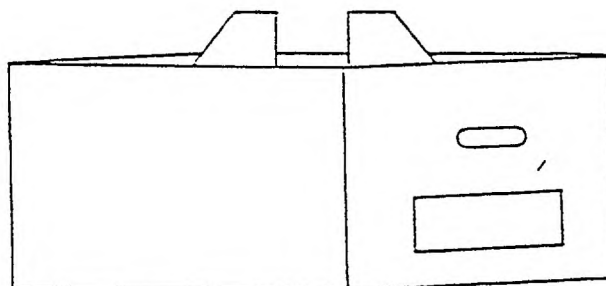


PLOT PLAN OF UNDERGROUND LIMESTONE MINE  
NEAR ROYERS, PENNA.

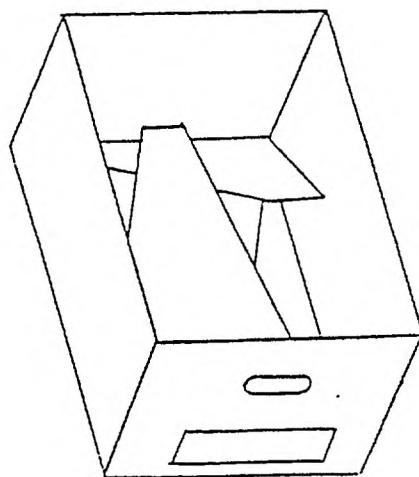


STANDARD RECORD BOX

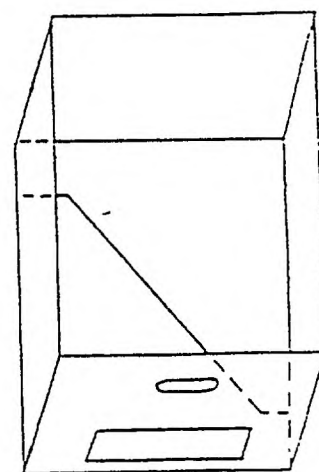
The Standard Record Box is a specially constructed collapsible corrugated container, with lid. It consists of three parts: (1) the body; (2) the inner bottom board; and (3) the lid. The following sketches indicate the several steps required for assembling it.



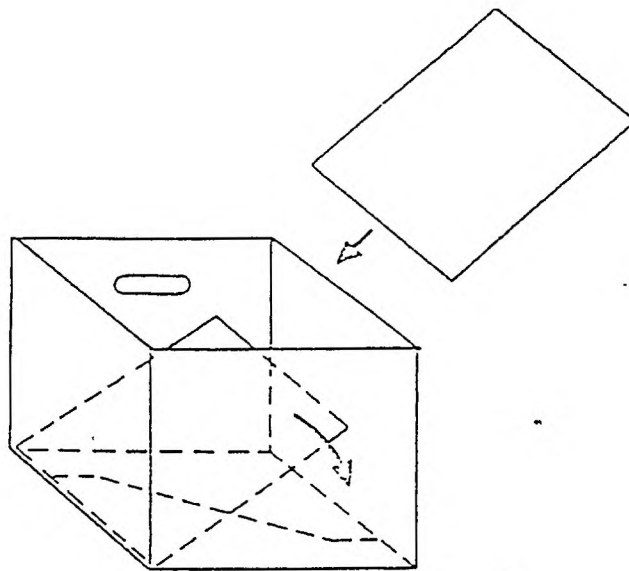
1. The body as furnished in its original collapsed position.



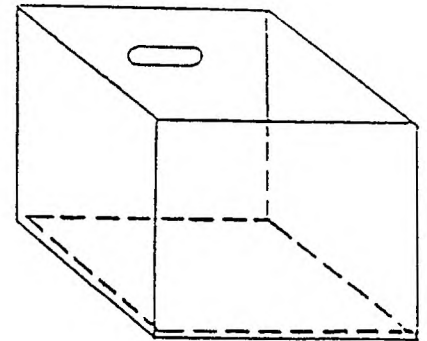
2. The body, opened, with folding bottom sections partially brought into place.



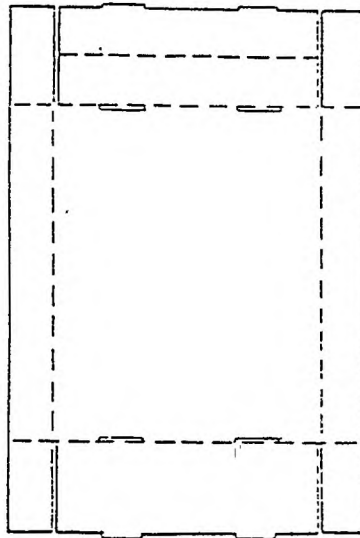
3. The body with folding bottom sections crossed fully into place.



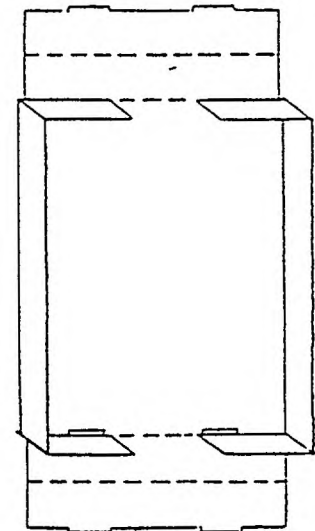
4. The inner bottom board is inserted and pressed down firmly against the folding bottom sections, especially at all corners and edges.



5. Thus the inner bottom board provides a ridged support, securely holding the body of the box in open position.



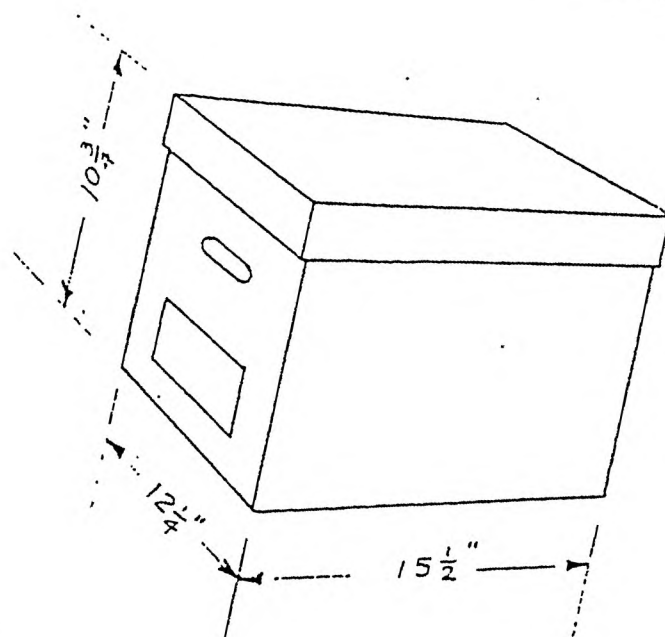
6. The lid as provided in its original flat position.



7. The lid with sides folded in place, ready for over-folding of ends.

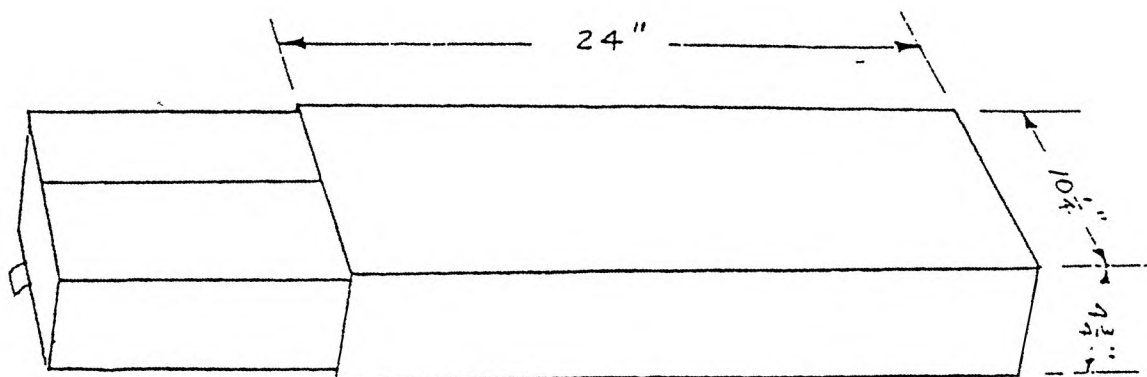
STANDARD RECORD BOX (continued)

APPROVED  
FOR USE

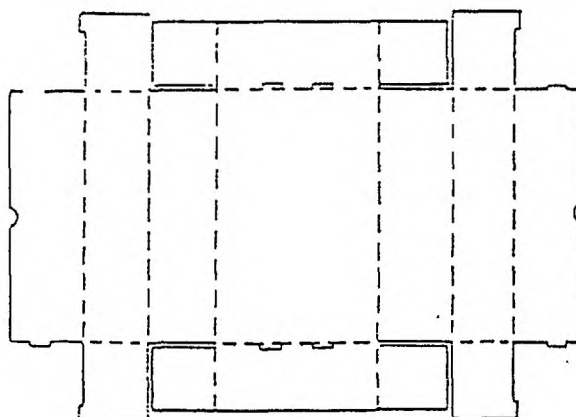


6. The Standard Record Box and lid, fully assembled.

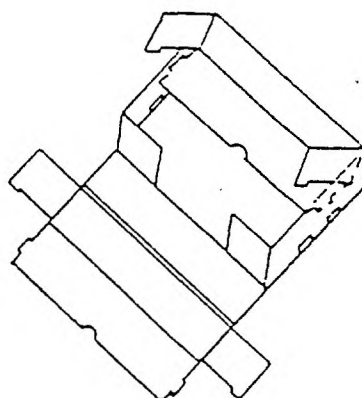
DRAWER-TYPE CARD RECORD BOX



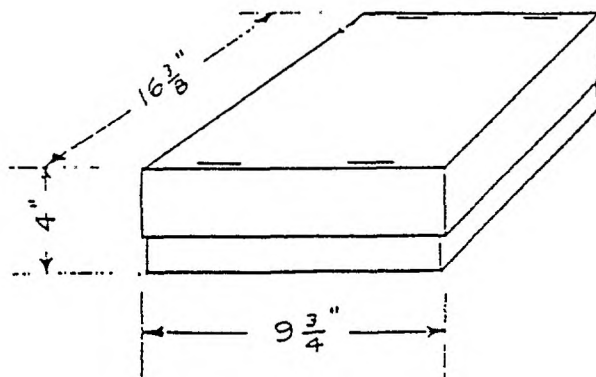
LID-TYPE CARD RECORD BOX



1. The body of the box as provided in its original flat position.

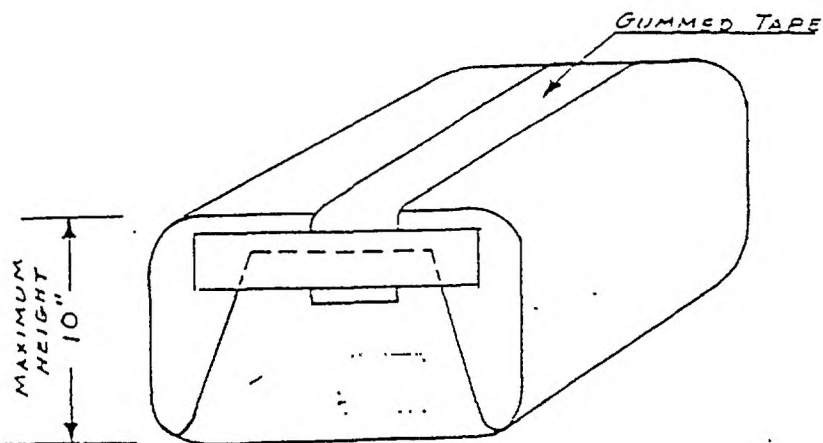


2. The body of the box brought partially into its assembled position.



3. The lid-type record box with lid, fully assembled. (The lid is constructed, and folded into final position, in the same manner as the lid of the Standard Record Box.)

WRAPPED PACKAGE



Illustrating manner of  
wrapping oversize records  
- first with corrugated  
paper, and then with over-  
wrapping of kraft paper  
securely sealed with gum-  
med tape.

STORAGE LABEL

Part 1 - The Label Proper

|                                                      |  |                                   |                                                                                                |                   |               |
|------------------------------------------------------|--|-----------------------------------|------------------------------------------------------------------------------------------------|-------------------|---------------|
| KOPPERS COMPANY, INC.<br>RECORD CENTER STORAGE LABEL |  | STATION-SECTION                   | SHELF-POSITION                                                                                 | R. C. STORAGE NO. |               |
| DIV. OR STAFF DEPT.                                  |  | PLANT, DEPT., SECTION OR LOCATION |                                                                                                | DESTRUCTION DATE  |               |
| SENDER'S NO.                                         |  | FILED BY                          | ALPH <input type="checkbox"/> NUM <input type="checkbox"/>                                     | SENT TO R.C.      | REC'D AT R.C. |
| TITLE OR DESCRIPTION OF SUBJECT MATTER               |  |                                   | <input type="checkbox"/> ENG. <input type="checkbox"/> ARCHIVE <input type="checkbox"/> EMERG. | FROM              | TO            |
|                                                      |  |                                   | <input type="checkbox"/> DRAW. <input type="checkbox"/> RECORDS <input type="checkbox"/> REC.  |                   |               |
| K-76 5M 8-57                                         |  |                                   |              |                   |               |
| DETAIL DESCRIPTION                                   |  |                                   |                                                                                                |                   |               |
|                                                      |  |                                   |                                                                                                |                   |               |
| K-76 5M 8-57                                         |  |                                   |            |                   |               |
| RECORD CENTER - NUMERICAL COPY                       |  |                                   |                                                                                                |                   |               |

Plus following additional copies: BOX COPY (green); ACKNOWLEDGMENT COPY (yellow);  
DESTRUCTION COPY (pink); SENDER'S COPY (salmon).

STORAGE LABEL

INSTRUCTIONS FOR PREPARING AND HANDLING AT POINT-OF-ORIGIN

1. The storage labels will be made available upon requisition to the Koppers Storeroom in the Pittsburgh office.
2. The form number is K-76. It is a snap-out form consisting of 6 parts, as follows:
  - Part 1 - The label proper (gummed white paper).
  - Part 2 - NUMERICAL COPY (white).
  - Part 3 - BOX COPY (green).
  - Part 4 - ACKNOWLEDGMENT COPY (yellow).
  - Part 5 - DESTRUCTION COPY (pink).
  - Part 6 - SENDER'S COPY (salmon).
3. When common-type archive records or paper copies of special-type archive records are to be sent to, or made ready for, Boyers, the sender (at the point-of-origin) shall type in the following items of information for the complete set of 6 parts (including the five COPIES):
  - 3.1 "Div. or Staff Dept." - Insert the name of the division or staff department to which the records belong.
  - 3.2 "Plant, Section or Location" - Insert the name or identification of the originating plant, section, office, or other point-of-origin of the records.
  - 3.3 "Destruction Date" - Insert the date when the contents of the box or package may be destroyed at Boyers. (If no definite destruction date can be given, insert "Consult \_\_\_\_\_", showing the date when the sender should be consulted regarding further retention.)
  - 3.4 "Sender's Number" - Insert Sender's Number as described in paragraph 4.3 of this manual.
  - 3.5 "Filed By", "Alph", "Num" - Identify the person who has filed or placed the records in the record box or package; and, if applicable, check whether the records have been filed in alphabetical or numerical order.
  - 3.6 "Sent to R. C." - Insert the date when the box or package is sent to, or is to be sent to, Boyers.
  - 3.7 "Archive Records" - For archive records only, insert an "X" in the space provided.
  - 3.8 "Title or Description of Subject Matter", "From", "To" - Identify the contents of the box or package as completely as practicable within the limits of the space provided on the label proper, showing if possible the date of the earliest and latest record for each item listed.
4. Additional space is provided on parts 2 to 6 inclusive (under the caption "Detail Description") in which to insert a more complete itemization of the contents of any record box or package, whenever the limited space on the label proper is

STORAGE LABEL

INSTRUCTIONS FOR PREPARING AND HANDLING AT POINT-OF-ORIGIN (Continued)

not adequate for all information necessary to facilitate future reference to, or retrieval of, specific files or documents. (It is urged that such additional detail be provided, not only when it is plainly required, but also when the information on the label proper leaves any room for doubt concerning identification of all the material.)

5. The sender must leave blank the spaces on the label captioned "Station-Section", "Shelf-Position", "R.C. Storage Number", and "Rec'd at R.C."
6. After all of the aforementioned information has been typed on the storage label, the sender shall be then guided by the following procedures:

6.1 For records for transfer to Boyers in a Standard Record Box or card record box -

- a. Part 6 of the label (the SENDER'S COPY) and its front carbon shall be removed from the snap-out form and temporarily held by the sender until the ACKNOWLEDGMENT COPY is returned from Boyers (after which the ACKNOWLEDGMENT COPY will be retained by the sender as his permanent record, and the SENDER'S COPY may be then destroyed).
- b. The label proper and the remaining four copies (the NUMERICAL COPY, the BOX COPY, the ACKNOWLEDGMENT COPY and the DESTRUCTION COPY) with their front carbons shall not be removed from the snap-out form and shall be sent to Boyers with the records - placed in the box in a horizontal position on top of the records.

6.2 For oversize records for transfer to Boyers in a wrapped package -

- a. Parts 3 and 6 of the label (the BOX COPY and the SENDER'S COPY respectively) with their front carbons shall be removed from the snap-out form; the BOX COPY shall be sent to Boyers with the records - placed in the package on top of the records; the SENDER'S COPY will be temporarily held by the sender until the ACKNOWLEDGMENT COPY is returned from Boyers, after which the latter will be retained by the sender as his permanent record.
- b. The label proper, and the remaining three copies (the NUMERICAL COPY, the ACKNOWLEDGMENT COPY and the DESTRUCTION COPY) with their front carbons shall not be removed from the snap-out form and shall be mailed to Pittsburgh in an envelope addressed as follows:

Koppers Company, Inc.  
Services & Communications Branch  
Pittsburgh 19, Pennsylvania

STORAGE LABEL

INSTRUCTIONS FOR PREPARING AND HANDLING AT POINT-OF-ORIGIN (continued)

- 6.3 For oversize records for transfer to Eovers in corrugated boxes - In the event corrugated boxes (as an alternative to wrapped packages) should be decided upon and provided for transfer of oversize records to Eovers, the sender will be guided by the following:
- a. If a lid-type box is provided, all procedures for disposition of copies of storage labels shall be the same as for other record boxes as given in paragraph 6.1 of this APPENDIX D.
  - b. If a standard-type shipping container is provided (requiring sealing before shipping) the procedures for disposition of copies of storage labels shall be the same as for sealed wrapped packages given in paragraph 6.2 of this APPENDIX D.

TYPICAL EXAMPLE OF ASSIGNMENT OF POINT-OF-ORIGIN NUMBERS TO  
DIVISIONAL (OR CENTRAL STAFF DEPARTMENTAL) POINTS-OF-ORIGIN

(The points-of-origin listed below are those of the Tar Products Division. The Points-Of-Origin Numbers shown are illustrative only.)

| <u>Assigned<br/>Point-Of-Origin Number</u> | <u>Points-Of-Origin</u>          |
|--------------------------------------------|----------------------------------|
|                                            | <u>ADMINISTRATIVE DEPARTMENT</u> |
| T101                                       | Administration Section           |
| T102                                       | Control Section                  |
| T103                                       | Planning Section                 |
| T104                                       | Industrail Relations Section     |
| T105                                       | European Office                  |
| T106                                       | Office Services                  |
| T107                                       | Finance Section                  |
|                                            | <u>OPERATIONS</u>                |
| T201                                       | Administration                   |
| T202                                       | Production Department            |
| T203                                       | Engineering Department           |
| T204                                       | Quality Control                  |
|                                            | <u>Plants</u>                    |
| T225                                       | Arroyo                           |
| T226                                       | Bangor                           |
| T227                                       | Berkshire                        |
| T228                                       | Buffalo                          |
| T229                                       | Carrollville                     |
| T230                                       | Chicago                          |
| T231                                       | Everett                          |
| T232                                       | Follansbee                       |
| T233                                       | Fontana                          |
| T234                                       | Garwood                          |
| T235                                       | Hamilton                         |
| T236                                       | Houston                          |
| T237                                       | Meadows                          |
| T238                                       | New Haven                        |
| T239                                       | Port Arthur                      |
| T240                                       | Portland                         |
| T241                                       | Providence                       |
| T242                                       | Rochester                        |
| T243                                       | St. Paul                         |
| T244                                       | Seaboard                         |
| T245                                       | Swedeland                        |
| T246                                       | Swissvale                        |
| T247                                       | Utica                            |
| T248                                       | Warren                           |
| T249                                       | Woodward                         |
| T250                                       | Youngstown                       |
| T251                                       | Monaca                           |
| T252                                       | Oil City                         |

TYPICAL EXAMPLE OF ASSIGNMENT OF POINT-OF-ORIGIN NUMBERS TO  
DIVISIONAL (OR CENTRAL STAFF DEPARTMENTAL) POINTS-OF-ORIGIN

(The points-of-origin listed below are those of the Tar Products Division. The  
Point-Of-Origin Numbers shown are illustrative only.)

-Continued-

| <u>Assigned<br/>Point-Of-Origin Number</u> | <u>Points-Of-Origin</u>               |
|--------------------------------------------|---------------------------------------|
|                                            | <u>DEVELOPMENT DEPARTMENT</u>         |
| T301                                       | Administration                        |
| T302                                       | Technical Development                 |
|                                            | <u>PROCUREMENT DEPARTMENT</u>         |
| T401                                       | Administration                        |
|                                            | <u>SALES DEPARTMENT</u>               |
| T501                                       | Administration Section                |
| T502                                       | Order Section                         |
| T503                                       | Advertising & Sales Promotion Section |
| T504                                       | Creosote & Pitch Section              |
| T505                                       | Road Materials Section                |
| T506                                       | Building Materials Section            |
| T507                                       | Refined Coal Tar Products Section     |
| T508                                       | Hot Applied Coatings Section          |
| T509                                       | Cold Applied Coatings Section         |
| T510                                       | Contract Coatings Section             |
| T511                                       | Agency Products Section               |
| T512                                       | Retail Products Section -             |
|                                            | <u>District Sales Offices</u>         |
| T550                                       | New England District                  |
| T551                                       | Eastern District                      |
| T552                                       | Pittsburgh District                   |
| T553                                       | Midwestern District                   |
| T554                                       | Southern District                     |
| T555                                       | Pacific District                      |
| T556                                       | Totonto Office                        |

SPECIAL MARKING OF SENDER'S NUMBER ON ALL RECORD BOXES AND PACKAGES

AT POINT-OF-ORIGIN



RECORD CENTER

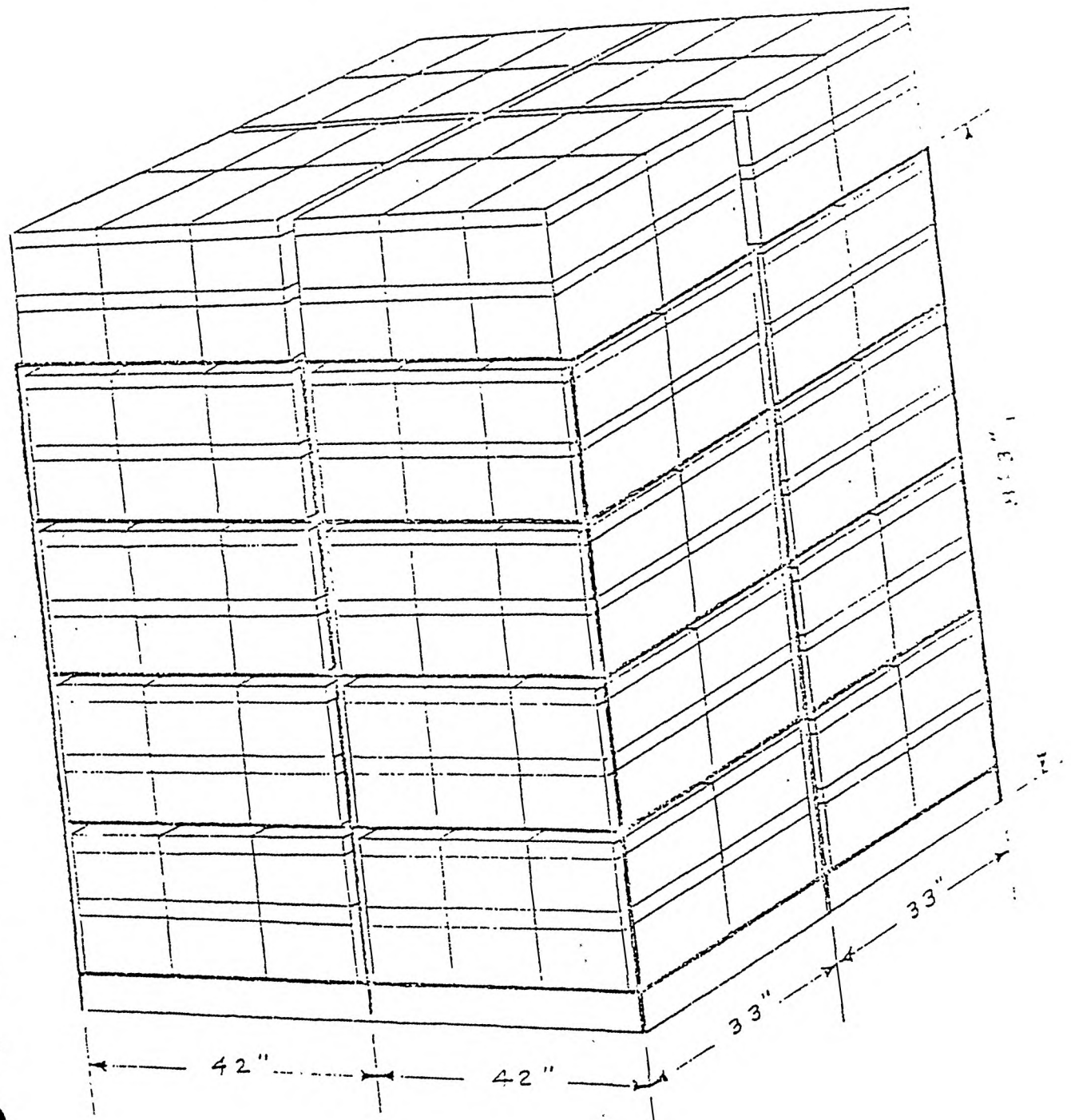
THIS CARTON TO BE USED ONLY FOR STORAGE  
OF VALUABLE KOPPERS RECORDS. PLACE  
STORAGE LABEL IN THIS SPACE ONLY.  
MAKE SURE IT IS FIRMLY AFFIXED AT  
ALL POINTS.

→ T506-3

The SENDER'S NUMBER must be marked (by sender at point-of-origin)  
on the STANDARD RECORD BOX in the manner above illustrated, in the  
lower right hand corner of the space reserved for the storage label.

The SENDER'S NUMBER must be marked (by sender at the point-of-origin)  
on the end of all OTHER RECORD BOXES AND WRAPPED PACKAGES, in the  
approximate location where the storage label will be eventually  
affixed.

DIAGRAM OF PUP-UNITARY STORAGE "STANDARD"  
(Loaded with Standard Record Boxes)



WITHDRAWAL REQUEST FORM K-87

To be prepared in triplicate: original and carbon copy to be mailed to Stovercon Koppers Company, Inc., Pittsburgh 19, Pa.; second carbon copy to be retained at point-of-origin.

|                         |  |                                   |         |                                                                                         |          |                       |
|-------------------------|--|-----------------------------------|---------|-----------------------------------------------------------------------------------------|----------|-----------------------|
| NAME                    |  | DATE                              |         | KOPPERS COMPANY, INC.<br>SECOND DIVISION                                                |          |                       |
| DIVISION OR STAFF DEPT. |  | PLANT, DEPT., SECTION OR LOCATION |         | COPY REQUESTED:<br>FACSIMILE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> |          |                       |
| ADDRESS                 |  |                                   |         |                                                                                         |          |                       |
| DESCRIPTION OF RECORDS  |  | STATION                           | SECTION | SHELF                                                                                   | POSITION | R.C. STORAGE NO.      |
|                         |  |                                   |         |                                                                                         |          |                       |
|                         |  |                                   |         |                                                                                         |          |                       |
|                         |  |                                   |         |                                                                                         |          |                       |
|                         |  |                                   |         |                                                                                         |          |                       |
|                         |  |                                   |         |                                                                                         |          |                       |
|                         |  |                                   |         |                                                                                         |          |                       |
|                         |  |                                   |         |                                                                                         |          |                       |
|                         |  |                                   |         |                                                                                         |          |                       |
| DELIVERED TO            |  | BY                                |         | DATE                                                                                    |          | DATE RETURNED TO R.C. |
| SPECIAL INSTRUCTIONS    |  |                                   |         |                                                                                         |          |                       |
| K-87                    |  |                                   |         | PREPARE FORM IN DUPLICATE                                                               |          |                       |

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