FORM DC 00016-R1

DANA CORPORATION

Victor Divisions-Chicago

# INTRA-COMPANY COMMUNICATION

SUBJECT WET MACHINE PRODUCTS - WHITEBOARD DATE February 29, 1968

TO R. M. Burns

Subsequent to my memo of February 6, 1968, C.I. Hayden has established a timetable for evaluating S&K capabilities. His letter of February 16 is attached.

In view of the opportunity for savings, estimated at $35,000.00 annually, I recommend that we proceed to go out of the manufacture of wet machine products at this location.

Upon your approval of this recommendation:

1.- H. G. North will be directed to establish Rubberoid as a source for all #70 Whiteboard and set up a stock program with them.

2.- Production planning and material control will schedule the next run of our wet machines to provide sufficient inventory of high gauge laminated BT board to carry us thru the anticipated release date for S&K (5-15-68).

3.- R. S. McGranahan will be requested to review the equipment on the fixed assets depreciation list and make recommendations for sale,transfer or write off.

4.- A plan for utilization of the space made available will be developed.

W. J. Sheehan

VPD-158-00000674

WJS:cm

cc: D. J. Reda

DANA-142