

NO. 81-36342

BLAS ALVARADO, SR., ET AL : IN THE DISTRICT COURT OF
vs. : HARRIS COUNTY, T E X A S
SABINE INDUSTRIES, INC., ET AL : 269TH JUDICIAL DISTRICT

AFFIDAVIT

RECORDS PERTAINING TO ALCOA

Before me, the undersigned authority, personally appeared Norman J. Belt, who being by me duly sworn, deposed as follows:

I, the undersigned, am over 18 years of age, of sound mind capable of making this Affidavit and personally acquainted with the facts herein stated:

I AM THE CUSTODIAN OF RECORDS FOR ALCOA.

Attached hereto are 3 pages of records. These said records are kept in the regular course of business at the offices of ALCOA and it was in the regular course of business at the offices of ALCOA for an employee, a representative, or a doctor, with personal knowledge of the act, even, or condition recorded to make the records or memorandum or to transmit information hereof to be included in such record or memorandum; and the record or memorandum was made at or near the time of the act, event or condition recorded or reasonably soon thereafter. The records attached hereto are exact duplicates of the original records and it is a rule not to permit the original records to leave the premises.

Norman J. Belt
AFFIANT MGR. CORPORATE SERVICES

SWORN TO AND SUBSCRIBED before me on this the 29th day of October, 1987.

Geraldine A. Stecko
NOTARY PUBLIC STATE OF

My Commission Expires:

GERALDINE A. STECKO, Notary Public
PITTSBURGH, ALLEGHENY COUNTY, PA
MY COMMISSION EXPIRES
SEPTEMBER 1, 1990

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RECORDS CONTROL PROGRAM

Alcoa's Records Control Program is a general responsibility of the Corporate Administrative Services Division of the Secretary's Department with administrative responsibility assigned to the Supervisor, Records Service Section of that Division.

The Records Control Program is designed to provide guidelines and regulations, where necessary, for efficient management of Company records, without which the retention, storage, retrieval and eventual destruction of same would become chaotic and unbearably expensive.

The Records Control Manual will be revised and reprinted on a periodic basis with each issue reflecting additions, deletions or changes to Non-Discretionary Records.

The program may be roughly divided into the following several parts:

1. **DISCRETIONARY RECORDS** - defined as records having no required retention period. Discretionary Records should be retained only so long as they are necessary for the proper performance of the holder's work assignment.
2. **NON-DISCRETIONARY RECORDS** - defined as records for which a retention requirement is imposed by (a) law or (b) Company policy which has been established by senior management personnel. The Company's regulations concerning the retention of Non-Discretionary Records are shown in the Records Retention Section of the Records Control Manual.
3. **RAILROAD, STEAMSHIP AND FOREIGN RECORDS** - Retention schedules of railroad and steamship company records have been established and published by the appropriate governmental agency. Such schedules are to be considered Company policy and are available from:

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Non-Discretionary Records generated by and held at foreign locations are presently not listed in the Records Retention Section of the Manual. Eventually the Records Retention Section will be expanded to include such records.

4. RECORDS STORAGE CENTER - A central storage and management center located near Butler, Pa. for inactive or semi-active Non-Discretionary Records whose reference rate does not warrant local storage.

5. COMPANY LOCATION RESPONSIBILITY - It is the responsibility of the manager at each Company location to (a) arrange for the retention, servicing and destruction of the Non-Discretionary Records generated by or held at that location in accordance with the regulations contained in the Records Retention Section and (b) design procedures to minimize the retention of Discretionary Records.

DISCRETIONARY RECORDS CONTROL PRACTICES

Discretionary records should be retained only so long as they are necessary for the operation of the business, which includes the proper performance of the holder's work assignments.

Each employee should understand that discretionary records control is an inherent part of each job assignment and that sufficient time must be devoted to the program to insure that the established guidelines are followed. Discretionary records, even though they are necessary for the operation of the business or the performance of the holder's job assignment, should not be retained if the information is readily available from another source.

NON-DISCRETIONARY RECORDS CONTROL PRACTICES

The two most important elements in the management of Non-Discretionary Records are the Records Retention Section of the Records Control Manual and the Records Storage Center. Each are dealt with in detail in subsequent paragraphs.

THE RECORDS RETENTION SECTION OF THIS MANUAL CONTAINS ONLY THOSE RECORDS HAVING A REQUIRED RETENTION PERIOD. The required retention period was established either by (1) the Legal Department and/or Tax Division due to an external requirement, or (2) by senior management personnel on the basis that retention of such record is essential for the orderly conduct of the Company's business. The Manual is organized as follows:

SECTION I - Department Listing

Non-Discretionary Records are listed in alphabetical order under the name of the functional unit responsible for providing that such records are retained the required period. This Section contains all Non-Discretionary Records listed in subsequent sections of the Manual.

SECTION II - Standard Forms

Non-Discretionary Records which have an Alcoa standard form number are listed in ascending standard form number sequence. The functional unit responsible for retaining the Non-Discretionary standard form records is listed under "Department Responsible For Retention".

SECTION III - Alphabetical Listing

This section lists Non-Discretionary Records in alphabetical order. The Alcoa standard form number, if applicable, functional unit responsible for retention and required retention period are shown for each record listed.

SECTION IV - Records Storage Center

Non-Discretionary Records of the Company's General Office, locations which have been closed, and offices having inadequate storage facilities are housed at Alcoa's Records Storage Center located in National Underground Storage, Inc.'s facility at Boyers, PA. All works or Office Non-Discretionary Records should be kept in appropriate storage space at the plant or office location, unless special circumstances dictate to the contrary. Records may be sent to the Records Storage Center only through prior arrangement with the Supervisor, Records Service Station, Secretary's Department, Pittsburgh Office.

Complete instructions for packing, shipping and retrieval of such records to be stored at Alcoa's Records Storage Center appear in Section IV of the Records Retention Manual and are also detailed in the Company's Secretarial Handbook.