May 1, 1991

Controller's Department Associates

Re: Pitch-Out Day

The Corporate Controller's Department will be holding a Pitch-Out Day on Wednesday, May 15, 1991. All department personnel are expected to participate in the process. Permission has been granted for all to wear casual attire and pizza will be provided for lunch.

The Pitch-Out Day is scheduled for one day only. We recommend that the following procedures be followed. First, all personnel should review documents kept in their desks, PC's, credenzas and their personal working areas (remember, your PC files should be treated the same as hard copy). Next, all documents maintained in departmental files should be reviewed and cleared out. Lastly, we are providing a listing of boxes currently stored at the Record Storage Center to W. J. Krall for Accounting Services and to D. Stavor for Managerial Accounting. These listings should be reviewed to ensure that the destruction dates assigned are in accordance with those prescribed in the Records Retention Manual. If changes are necessary, please note the revised destruction date on the listing and return it, or a copy of it, to Grace Snyder.

Building Operations will be providing hampers on the floor to dispose of the trash. Due to the recycling, three separate hampers will be provided. One hamper will be designated for shredding - confidential documents should be tossed in that hamper. Another for nonrecyclable items and the third for recyclable items. Any miscellaneous office supplies which are being pitched-out, including empty binders, Pendaflex files, calculators, etc., should be placed in the empty cubicle outside of Gene English's office. Building Operations will sort through these items at the end of the day and will donate certain supplies to a charitable organization.

Thank you in advance for your cooperation. PITCH IN BY PITCHING OUT!!!!

J. E. Kuzemchak

cc: Joyce Giese
C. T. Muffly

PLAINTIFF'S EXHIBIT 9083.0

PLAINTIFF'S EXHIBIT WV-11044

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