PLAINTIFF'S EXHIBIT

MON-2792

IN-10
MCC 950920

Monsanto

FROM (NAME & LOCATION) F. E. Grissom - OA-4

Copy for Bob Hammann
Don Kaldenberg
Ebert Steele
Cyndi Kibikas
Glenda M.

DATE May 18, 1984

SUBJECT : Records Retention Compliance

REFERENCE :

cc: E. T. Grubbs
Sue Reznicek
Central Files

TO : G. W. Bostick
R. A. Forsthoffer
J. S. Hagood
R. L. Hammond
W. G. Juhl
L. C. McCune
A. D. McKee
D. W. Metten
S. G. Pappas
J. C. Parks
G. T. Ryan
G. E. Small
J. G. Trafton
G. L. Tromblee

Please have your department review all files and records to insure that we are in compliance with the May, 1978 Records Management Manual. A copy of the manual should be in your files. Extra copies are available from Central Files. Sue Reznicek (ext. 3711) can answer questions regarding compliance.

Please review the attached Dead Storage Records Center Forms for your department to insure that your dead storage records comply with the requirements. Please notify Sue Reznicek by May 29th if destruction is needed so that dead storage records can be processed. Also, please indicate on the dead storage form if the material is confidential or not. The dead storage area is running out of room; as many records as possible should be destroyed. Also, please note the reference to destruction of electronic records in paragraph 2 of J. C. Manns' attached letter of 5-1-84 to G. L. Tromblee, et al.

Some records have been removed from the normal retention schedule. These records should be preserved until further notice. See the attached listing for details.

Have all records destroyed as necessary to insure compliance.

Note: Material that is not confidential can be disposed of in the normal trash system. Material that is confidential must be shredded. Each department is responsible for shredding its material. When boxes need to be moved to the shredder, located in the small concrete block building east of the Office Annex, the following procedure should apply:

SC 11392

(1) 1 to 3 boxes, call the truck dispatcher - ext. 2636

(2) More than 3 boxes, call your maintenance coordinator and give him your job number.

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