

July 23, 1992

Route: ~~FM~~
John Kuzench
Dunkener

ROUTE: ~~R. D. Duncan~~
D. W. Kiener

SUBJECT: Records Management

Bob, regarding your question on Records Management -- "How are we doing in Glass" - answer, we are getting better.

- One year ago 2,270 of Glass' 5,511 storage boxes were destroyed at the Records Storage Center in Boyers, PA. An updated request for a further review has been sent within the last week to box owners who did not respond to the initial purge.
- The key to a solution to the quantity of information in storage is to continue to reinforce in Glass associates' minds that in reality very few records need to go into long term storage and to assign appropriate destruction dates on the boxes.
- You will be getting a request from someone in Corporate to name a Glass associate as the focal point for all activity in this area. I recommend that we have Jeff Moelich, Manager, Policy and Controls (in my department) accept the responsibility. Jeff is and will continue to serve on the Records Management QAT.

Jeff, Donn Drummond, and I will continue to focus on this issue and attempt to reduce the "clutter".

Donn
D. W. Kiener
Ext. 3805

DWK/mkb

cc: J. M. Moelich

RECEIVED
FINANCIAL ACCOUNTING
JUL 29 1992
FILE

OK
Pls advise
John Kuzench
7/24

BA 194