

SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

ROUTINE AND POLICY Consecutive No. 118

X258

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June 10, 1970

SUBJECT: FORMULATOR'S HANDBOOK, DISTRIBUTION AND SECURITY

PURPOSE: To outline the procedure for distribution of the Formulator's Handbook and maintaining such distribution records for security reasons.

DISCUSSION:

The Formulator's Handbook is of Company Confidential nature and for this reason it is necessary that distribution records are kept. Each copy is numbered and the recipient shown by name and location.

PROCEDURE:

I. Eligible Recipients

- A. The following persons who have signed an Employment Agreement with the Sherwin-Williams Company are eligible to receive a handbook.
1. Paint, varnish, or lacquer formulators or related professional employee.
 2. Supervisors, technical managers, or administrators in the Technical Department.
 3. Persons not in the Technical Department whose work requires the use of the Handbook. Eligibility must be confirmed in this instance by the Handbook Editor, Research Administration, Cleveland Factory.

HANDBOOK
RECIPIENT
&
HANDBOOK
EDITOR

II. Handbook Identification

- A. The Handbook consists of four (4) volumes to a set. Each volume is numbered accordingly.
- B. Each Handbook set is assigned a number beginning with 001. Each volume of the Handbook is referred to as Formulator's Handbook # __ Volume __. (Example: Formulators Handbook #050 Volume II.)

HANDBOOK
EDITOR

III. Records and Distribution

- A. Master List: A master list of Handbook recipients is kept by the Handbook Editor. The name and location of each recipient is recorded adjacent to the assigned number.

HANDBOOK
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&
DEPARTMENT
SUPERVISOR

HANDBOOK
EDITOR

E. Reassignments:

1. When a Handbook owner either leaves the employment of the Company or is transferred from one department or laboratory to another, he returns the Handbook to his department supervisor. It is not transferable to another laboratory or department.
2. Upon return of the Handbook, the supervisor retrieves the second or yellow copy of Form OS-100 from the employee's personnel file and sends it to the Handbook Editor, Research Administration, Cleveland Factory. This confirms the return of the Handbook.
3. The Handbook Editor adjusts the Master List and arranges for the Handbook to be kept for future re-assignment.

F. Other Matters Concerning Security and Distribution

Items related to the foregoing not covered by this procedure should be directed to the Editor.

R & P # 143 - ATTACHMENT A

RECEIPT ACKNOWLEDGEMENT OF COMPANY CONFIDENTIAL PUBLICATIONS

Publication: _____ Number: _____
To: _____
Department or Laboratory: _____
Location: _____

The above publication has been assigned to you for use while on the staff of the Department or Laboratory shown.

If you are transferred out of the Department or Laboratory or terminate your employment with the Company, it must be returned to the Department or Laboratory Director who will handle its disposition as instructed by this office.

Three copies of this receipt shall be signed and forwarded as instructed below.

I, the undersigned acknowledge receipt of above publication and will treat contents therein as Company Confidential information. I will return it as directed above when transfer or termination of employment is effected.

Signed

Date: _____

Copy 1 - HANDBOOK EDITOR
Cleveland Research Adm. _____
Cleveland Factory

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0007-SWP-0059344

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Signed

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by Signee

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Form OS-100 12-66