

April 23, 1992

To: R. D. Duncan

Subject: Records Retention Manual

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During this month's Records Management Committee meeting, I was asked by John Kuzemchak, Chairman, to obtain the name of an individual who would represent the Glass Group in the upcoming review of the Records Retention Manual's Function 6-Manufacturing. The Committee is going through the Manual function by function, reviewing and updating the record descriptions and retention periods. QAT's consisting of associates within the functions and under the direction of the Committee have been used very effectively in reviews and updates of other functions.

John mentioned that you had offered the Committee assistance should the need arise. We need to have someone from the manufacturing area to serve on the primary QAT and be able to relate to and work with each SBU manufacturing area (including units if necessary) to achieve appropriate feedback during the review process.

Please provide the name in the space provided below. Thank you for your support in this matter.



D. C. Drummond
Manager, Financial Accounting & Controls
3813

DCD/dy

cc: R. F. Erwin
J. E. Kuzemchak

Name of Glass Group QAT Representative _____

R. D. Duncan

Return to D. C. Drummond, 32 South

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