March 19, 1992

To: D. Church
J. Kuzemchak
J. Luffe / D. Cook
G. Miller / M. Reily
G. Stoever / C. Burik
J. Strong / D. Drummond / R. Erwin

Re: March 18 Records Management Committee Meeting Minutes

In Attendance:
R. Brant, D. Church, D. Cook, D. Drummond, J. Kuzemchak, G. Stoever

No members of the Law Department attended.

Status of R & D QAT

John Kuzemchak presented an overview on the formation and progress of the R & D QAT. The QAT's mission is to challenge the current retention periods of all PPG research and development records and propose changes to the PPG Record Retention Manual.

Lawrence Kreuer leads this effort and all groups are represented. Planning meetings are currently in progress.

ALCOA Roundtable Discussion

The Committee invited Bob Reed, ALCOA Assistant Counsel, and his associate, Dee Yura, to share ideas in a roundtable discussion.

Although PPG had a more advanced records management function, both companies benefitted from the discussion. Plans were made to continue the open communication and consider benchmarking opportunities for the future.

Future Meeting Dates

The next meeting has been scheduled for Wednesday, April 15, 1992 at 1:30 PM in the 9 South Conference Room. The tentative agenda is as follows:

- Update from R & D QAT
- Issuance of the Accounting and Environmental sections of the Records Retention Manual

If you have any other items that you would like to include on the agenda, please contact John Kuzemchak.

R.E. Brant

R. E. Brant

cc: D. M. Bailey
R. D. Duncan
R. W. LeBoeuf
R. M. Rompala
G. A. Zoghby

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February 19, 1992

To: D. Church / M. O'Hara / R. Brant   G. M. Miller / M. Reilly
J. E. Kuzemchak   G. C. Stoever / C. Burik
J. D. Luffe / D. L. Cook   J. N. Strong / R. F. Erwin

Re: <u>Records Management Committee Meeting Minutes</u>

In Attendance:
D. C. Drummond, J. E. Kuzemchak, J. D. Luffe, R. J. Matt, M. L. Reilly, G. C. Stoever

There were no representatives from the Chemicals Group in attendance.

The first item on the agenda was a discussion on the status of the proposed revisions to the Environmental Function of the Records Retention Manual. M. Reilly has completed discussions with representatives from Environmental, Health and Safety and a copy of the completed section was provided to all members in attendance.

John Kuzemchak commented that some of the retention periods listed in the Environmental Function were not precise enough. As an example: Final Reports for FIFRA Registrations are to be retained for the duration of the product registration plus 5 years. His concern is that users of the Manual will not be able to assign a destruction date at the time the box is sent to the Records Storage Area. It was recommended that these items be footnoted to reference back to the introduction. A new section will be added to the introduction providing guidance on how to estimate the destruction date.

D. Drummond suggested that the introduction also include some direction or guidance on how to assign retention periods for items with retention periods of "until death" or "duration of employment plus so many years". The committee members thought this to be an excellent suggestion.

J. Kuzemchak mentioned that, at a prior meeting, Dave Church had suggested that retention requirements for both Legal and Tax needs be included in the manual, for reference. Members of the Committee felt this much information in the manual would be cumbersome and create confusion for the users. It was decided not to include this information in the Manual. The Law and Tax Departments will continue to monitor proposed changes to ascertain that retention periods are sufficient to meet the legal requirements.

The next item on our agenda was an update on the revision to the Accounting Function. Madelyn Reilly provided a detailed summary prepared by Susan Allan indicating the required retention periods per the Code of Federal Regulations, with copies of the appropriate sections attached.

John Kuzemchak provided a summary comparing the recommended retention periods for the Accounting Function to the current time periods. There were only five items changing. These were reviewed by members of the Committee. John Luffe is to provid input to J. Kuzemchak on whether tax requires property records to be retained seven years after retirement of the applicable property. John Kuzemchak would also like to meet with each of the Group reps to review specific questions which were brought up by personnel from the field units. A memo could then be sent to the unit in response to their questions and/or comments.

John Luffe advised that members for the R&D QAT have been selected. There are representatives from Harmarville Glass Research, Fiber Glass Research, C&R Research and Chemicals Research on the QAT. The first meeting has been scheduled for March 3rd, at 2:00 PM at Harmarville. J. Luffe and J. Kuzemchak are to meet to develop an agenda for the meeting.

If the R&D QAT is successful, J. Kuzemchak would like the committee to consider using QATs, in the future, when reviewing the various Functions in the Records Retention Manual.

Lastly, J. Luffe had a question related to a freeze order issued on February 10, 1992. M. Reilly is to contact the lawyer who initiated the freeze and respond to John directly.

Copies of all handouts are attached for those Committee members who were not in attendance.

The next meeting has been scheduled for Wednesday, March 18, 1992 at 1:30 PM in the 9 South Conference Room. If you have any items which you would like included on the agenda, please advise John Kuzemchak.

Rhonda J. Matt

Rhonda J. Matt

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cc: D. M. Bailey
R. D. Duncan
R. W. LeBoeuf
R. M. Rompala
G. A. Zoghby