

MINUTES OF RECORDS MANAGEMENT MEETING
JULY 15, 1992

D. Church/R. Brant
J. Kuzemchak/R. Matt
J. Luffe/D. Cook
M. Reilly
G. Stoevers/C. Burik
D. Drummond/J. Moelich

*Don -
Ave to be
into - How
was done
Gloss.*

In Attendance:

D. Church, J. Kuzemchak, J. Luffe, G. Stoevers, R. Brant, J. Moelich, and R. Matt. J. Vichich from the Law Department attended in place of M. Reilly.
Also attending by invitation: L. Kreuer, M. Brown, C. Edge.

Mssrs. Kreuer, Brown and Edge made the presentation for the cross-group R&D QAT. Kreuer requested revisions to the Records Retention Manual. Discussion centered on the QAT's recommendation to keep "permanent" technical/laboratory/project reports. The committee was adamant that a definite number of years should define the retention period. Periodic review was suggested to ensure adherence to the policy. This suggestion was considered impractical by Edge and Brown, given the unique character of these records and hard-to-define need for periodic resort to such background data. The "default" time for miscellaneous R&D documents also merited significant discussion. The committee decided to take up the R&D QAT proposal at its next regularly scheduled meeting.

D. Church reported that the Manufacturing QAT will have its first meeting on July 17, 1992.

J. Kuzemchak briefly discussed the Record Center budget during which he stated that PPG's lease with National Underground is expiring in April, 1993. National Underground's first proposal reflects their current charge for space of \$4.95 per square foot as opposed to the \$1.38 per square foot PPG currently pays as a result of a 30-year lease. Increased costs are projected and the paper recycling operation which, commencing this month, requires PPG to pay \$0.04/pound to dispose of records. He indicated that the 1992 expenses should approximate \$85,000 versus a budget of \$151,851. Part of this surplus is due to the sublease of 10,000 square feet to Westinghouse. The 1993 budget is projected at \$116,000.

PLAINTIFF'S
EXHIBIT

9079.0

PLAINTIFF'S
EXHIBIT

WV-11040

- BA 195

R. Matt and R. Brant reported on the Natrium trip of June 24. The visit resulted in a step-up in the destruction of many of the plants documents. However, strict accountability does not appear well-defined given that each department appears to be responsible for destroying its own documents (the Controller's Manual denotes the CFO at each location to have records retention responsibility).

The next meeting is scheduled for August 19, 1992 at 1:30 in the 9S Conference room.

J. J. Vichich

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