

SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

ROUTINE AND POLICY Consecutive No. 202

X258

R&P #202

Supersedes R&P #127

dated 4-5-65

December 31, 1970

SUBJECT: INACTIVE PRODUCT FORMULA RECORDS

DEFINITION: An inactive product is defined as an item having no production activity within three years of the current date and can be either a Special or a Price List item.

PURPOSE:

1. To establish a program for voiding formulas representing products which are no longer produced.
2. To eliminate unnecessary storage of obsolete records at various locations.

RESPONSIBILITY:

Each control laboratory is responsible for determining the activity of its products and voiding the formulas which are no longer active.

PROCEDURE:

I. REVIEW

- A. Using the formulators salmon copy file, review all active rexes and list those having a card date three years or older.
- B. Review the Production Book D-8741 for the previous three fiscal years and determine if these formulas have been produced during this period. Any having production should be deleted from the list.
- C. Void all products remaining on the list as follows:
 1. Price List Items - Refer the list to be voided to the proper Sales Department and the Stocks & Distribution Department so that they can issue Record of Product Bulletins directing that the specific Price List item be voided. Void the Price List items only after the Corporate Final Drop Slip is received by issuing offset master Form 70249 and forwarding it to Technical Procedures for processing.
 2. Non Price List Items - Void immediately by issuing offset master Form 70249 and forwarding it to Technical Procedures for processing.

CONTROL LAB

CLEVE TECH
PROCEDURES

D. Technical Procedures will issue void cards and distribute them through the formula card mailing list together with the standard receipt form.

E. Upon receipt of the void formula card and the covering receipt form, the local laboratory should destroy:

1. All ozalid tissues and matte foils maintained at his location for this product.
2. All formula cards filed at his location except those of products controlled at the specific location. (Only Cleveland Technical Procedures Master File and A.W. Steudel Technical Center Alternate Master File should contain copies of all formulas regardless of degree of activity. See R&P #213 for further details.)

LOCAL LAB

CLEVE TECH
PROCEDURES

F. Complete records of all active, superseded, and void formulas will be maintained at Cleveland Technical Procedures and A.W. Steudel Technical Center and information will be available upon request to all laboratories.

II. FREQUENCY

CONTROL LAB

The review of activity of formulas should be made once a year after the current year's Production Book, D-8741 has been issued.