

Monsanto

FROM (NAME & LOCATION)

S. H. Kasper, OA-4

PLAINTIFF'S EXHIBIT

MON-2791

DATE

May 4, 1982

cc

F. E. Grissom
C. C. McGowan
S. Reznicek
G. White
Central Files

SUBJECT

Records Retention Compliance

REFERENCE

TO

G. L. Tromblee
A. M. Cornwell
G. A. Danner
G. W. Daues
W. G. Juhl
~~D. E. Kallenberg~~
B. C. Lancaster
C. M. McCullough
A. D. McKee
D. W. Metten
C. F. Navarette
G. T. Ryan
G. E. Small
J. G. Trafton

5/6
Betty -
Please handle.
D

Please have your department review all files and records to insure that we are in compliance with May 1978 Records Management Manual. A copy of the manual should be in your files. Extra copies are available from Central Files. Sue Reznicek (ext. 2711) can answer questions regarding compliance.

Please review the attached Dead Storage Records Center Forms for your department to insure that your dead storage records comply with the requirements. Please notify Sue Reznicek by May 21 if destruction is needed so that dead storage records can be processed.

2711

Some records have been removed from the normal retention schedule. These records should be preserved until further notice. See the attached listing for details.

Have all records destroyed as necessary to insure compliance:

Note: A new plant procedure for destruction of confidential material is now in effect. A shredder to be used for destruction of confidential material has been purchased and is being installed within the plant. Installation will be complete in 1-2 weeks. Do not place confidential material in the yellow "Confidential dumpster. Instead, collect and retain in a safe place the confidential material to be destroyed. Then, contact Sue Reznicek to get an update on the shredder situation. Material that is not confidential can be disposed of in the normal trash system. C. C. McGowan (ext. 2718) can have large boxes and materials moved as required.

SC

11384

Complete the attached compliance form and return to me (OA-4) by May 28, 1982, so that G. L. Tromblee can certify compliance as required.

S. H. Kasper

S. H. Kasper

LAM013411

STG 2405526

EXCEPTIONS TO RECORDS RETENTION COMPLIANCE

1. Records on styrene, butadiene, benzene, xylene, and acrylonitrile having to do with production, toxicity or similar studies, technical bulletins, specification sheets, marketing data, sales records, call reports, invoices, shipping document, warning labels, etc.
2. VCM-Any Dept. 22, 23, and 26 records which relate to process operations and exposure levels to products involved, process startup reports, operating instruction, safety reports, monthly operating reports if they contain personnel information, industrial hygiene, or effluents or by-product analyses.
3. Documents pertinent to Monsanto Co. vs Lapp Insulator and potential claim against Community Public Service Company. Specifically, those documents which relate to the following business interruptions/power failures:
 - a. Feb. 2, 1979 - High Density Polyethylene
 - b. August, 1979 - Styrene Monomer, Acrylonitrile, Phthalic Anhydride, Acetic Acid
 - c. May 16, 1979 - Ethylene, Styrene Monomer, Acrylonitrile, Acetic Acid, Methanol, Cold Box, Oxo Alcohol, Phthalic Anhydride

The following documents should be retained - Inclusive dates 2/2/79-12/31/79

Chief operator log through restart
Daily Manufacturing Reports
Weekly Reports

Monthly Reports
Cost Review Package
Monthly Summary
Monthly Onstream Time Records

Loss Incident Report
Job Cost Report
Subsequent Reports on Equipment
Maintenance Weekly Reports
Maintenance Cost Reviews
PT Data and Memos
Other related data

SC

11385

LAM013412

STG 2405527

MONSANTO

COMPANY

RECORDS CENTER

INSTRUCTIONS:

Complete in triplicate. Place all three copies inside box and send to Records Center (route truck station DS) One copy will be returned as confirmation. Another copy will be returned for approval by the Dept. Head before destruction of the records.

FROM (Sent By) Dave Williams	DEPARTMENT Loss Prevention & Safety	SECTION
GENERAL TITLE (Use title shown on records retention schedule) Learning Curve - Texas City Plant		RETENTION SCHEDULE (Storage) Permanent
INCLUSIVE DATES OF RECORDS Box 1 of 2		DESTRUCTION DATE none

RECORDS DESCRIPTION

CONTENTS (Brief description such as folder titles etc.) Learning curve and performance study		INDEX NUMBER (for Records Center Use) 2-10
CERTIFICATE OF DESTRUCTION		
The Records may be destroyed on the destruction date above, in accordance with the Records Retention schedule.		These Records have been disposed of. STG 2405528
DEPT. HEAD		RECORDS SUPERVISOR: DATE

LAM013413

MONSANTO

COMPANY

RECORDS CENTER

INSTRUCTIONS:

Complete in triplicate. Place all three copies inside box and send to Records Center (route truck station DS) One copy will be returned as confirmation. Another copy will be returned for approval by the Dept. Head before destruction of the records.

FROM (Sent By) Dave Williams	DEPARTMENT Loss Prevention & Safety	SECTION
GENERAL TITLE (Use title shown on records retention schedule) Learning Curve - Texas City Plant		RETENTION SCHEDULE (Storage) Permanent
INCLUSIVE DATES OF RECORDS Box 2 of 2		DESTRUCTION DATE none

RECORDS DESCRIPTION

CONTENTS (Brief description such as folder titles etc.) Learning curve and performance study		INDEX NUMBER (for Records Center Use) 12-9
SC 11387		
LAM013414		
CERTIFICATE OF DESTRUCTION	The Records may be destroyed on the destruction date above, in accordance with the Records Retention schedule.	These Records have been disposed of. STG 2405529
DEPT. HEAD		RECORDS SUPERVISOR: DATE

MONSANTO COMPANY
RECORDS CENTER

INSTRUCTIONS:

Complete in triplicate. Place all three copies inside box and send to Records Center (route truck station DS) One copy will be returned as confirmation. Another copy will be returned for approval by the Dept. Head before destruction of the records.

FROM (Sent By)	DEPARTMENT	SECTION
Dave Williams	Loss Prevention & Safety	Loss Prevention
GENERAL TITLE (Use title shown on records retention schedule)		RETENTION SCHEDULE (Storage)
Property Loss Control Card File-R. L. Browning		Permanent
INCLUSIVE DATES OF RECORDS		DESTRUCTION DATE
1970- 1972		Permanent

RECORDS DESCRIPTION

CONTENTS (Brief description such as folder titles etc.)		INDEX NUMBER (for Records Center Use)
Property Loss Control Card File and extra cards Departments 44-100 and Miscellaneous		65-11
SC		11388
		LAM013415
CERTIFICATE OF DESTRUCTION	The Records may be destroyed on the destruction date above, in accordance with the Records Retention schedule.	These Records have been disposed of.
	DEPT. HEAD	STG 2405530
		RECORDS SUPERVISOR: DATE

MONSANTO

COMPANY

RECORDS CENTER

INSTRUCTIONS:

Complete in triplicate. Place all three copies inside box and send to Records Center (route truck station DS) One copy will be returned as confirmation. Another copy will be returned for approval by the Dept. Head before destruction of the records.

FROM (Sent By) Dave Williams	DEPARTMENT Loss Prevention & Safety	SECTION Loss Prevention
GENERAL TITLE (Use title shown on records retention schedule) Property-Loss Control Card File-R.L.Browning		RETENTION SCHEDULE (Storage) Permanent
INCLUSIVE DATES OF RECORDS 1965-1970		DESTRUCTION DATE Permanent

RECORDS DESCRIPTION

CONTENTS (Brief description such as folder titles etc.) Property Loss Control Card File 1965-1969 - All Areas Property Loss Control Card File 1970 - Dept 10 - 43.		INDEX NUMBER (for Records Center Use) 65-20
SC 11389		
LAM013416		
CERTIFICATE OF DESTRUCTION	The Records may be destroyed on the destruction date above, in accordance with the Records Retention schedule.	These Records have been disposed of. STG 2405531
DEPT. HEAD		RECORDS SUPERVISOR: DATE

MONSANTO

COMPANY

RECORDS CENTER

INSTRUCTIONS:

Complete in triplicate. Place all three copies inside box and send to Records Center (route truck station DS) One copy will be returned as confirmation. Another copy will be returned for approval by the Dept. Head before destruction of the records.

FROM (Sent By)	DEPARTMENT	SECTION
Tony Ozarchuk	LP&S/Personnel	
GENERAL TITLE (Use title shown on records retention schedule)		RETENTION SCHEDULE (Storage)
ACCIDENT ANALYSIS MONTHLY BULLETIN		Permanent
INCLUSIVE DATES OF RECORDS		DESTRUCTION DATE
1959 thru 1972		Permanent

RECORDS DESCRIPTION

CONTENTS (Brief description such as folder titles etc.)		INDEX NUMBER (for Records Center Use)
14 brown binders (dates and title above)		89-4
SC		11390
LAM013417		
CERTIFICATE OF DESTRUCTION	The Records may be destroyed on the destruction date above, in accordance with the Records Retention schedule.	These Records have been disposed of.
		STG 2405532
DEPT. HEAD		RECORDS SUPERVISOR: DATE

MONSANTO

COMPANY

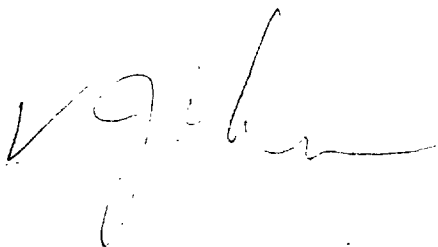
RECORDS CENTER

INSTRUCTIONS:

*Complete in triplicate. Place all three copies inside box and send to
Records Center (route truck station DS) One copy will be returned as
confirmation. Another copy will be returned for approval by the Dept.
Head before destruction of the records.*

FROM (Sent By) J. E. FOX	DEPARTMENT PERSONNEL	SECTION LOSS PREVENTION & Safety
GENERAL TITLE (Use title shown on records retention schedule) CHOCOLATE BAYOU - RADIATION MONITORING		RETENTION SCHEDULE (Storage) June 20, 1979
INCLUSIVE DATES OF RECORDS -		DESTRUCTION DATE/CONTACT J.E. FOX -2325 before destroyed.

RECORDS DESCRIPTION

CONTENTS (Brief description such as folder titles etc.) CATALYST 21 ANALYSIS REPORTS #1 through #4  SC 11391 LAM013418		INDEX NUMBER (for Records Center Use) 102-2
CERTIFICATE OF DESTRUCTION	The Records may be destroyed on the destruction date above, in accordance with the Records Retention schedule.	These Records have been disposed of.
	DEPT. HEAD	RECORDS SUPERVISOR: DATE

STG 2405533

File in Records
Room for

STORAGE BOXES IN VAULT

SC

11383

LAM013410

Send
to