

PPG
INTER-OFFICE
CORRESPONDENCE

TO: Distribution

DATE: March 19, 1991

SUBJECT: "Pitch Out" Day

LOCATION: Business
Information

FROM: Jim Prefling

The Total Records and Information Management (TRIM) committee has scheduled "Pitch Out" day for Friday, March 22 from 12:00 to 4:00 PM.

TRIM is a PPG corporate wide process adopted for the purpose of instilling better records management through identifying, segregating, and retaining records necessary to conduct daily business at each facility. Records, as defined for the TRIM process, are to include paper, electronic, and microfilm/fiche.

The purpose of "Pitch Out" day is for all clerical/technical and exempt personnel to purge their files and destroy all non-records (records not necessary to conduct business, records with expired retention periods, duplicate records), organize retained records for ease of retrieval, and consistently maintain an up-to-date system of information storage, retrieval and destruction.

The TRIM representative assigned to your area will provide each of you with copies of Records Information Worksheets. The records remaining on file within each area should be documented on this sheet and returned to your representative at the completion of "Pitch Out" day. You are also asked to keep a record of discarded documents, i.e., date of oldest record thrown out, date of most current record thrown out, and record descriptions. This record should also be turned in to your representative.

Information concerning designated locations for records to be discarded will be posted and samples of materials that may be recycled will be displayed. Boxes of proprietary/sensitive information should be placed on pallets located in the main entrance hallway, outside the copier room.

Many records have assigned retention periods based on financial, governmental, or quality requirements. If you are not sure of the retention period, ask your area representative. Files that are placed in inactive storage should be labeled with the subject, the department or area of responsibility, and a retention expiration date. All records at the conclusion of their stated life should be destroyed.

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Please observe all safety rules during "Pitch Out" day, i.e., lifting, climbing, bending, etc. If you have empty file cabinets or other surplus office equipment as a result of this effort, contact your area representative to have arrangements made for pick-up.



Jim Prefling
Director, Business Information
Works 22 TRIM Advisor

BA 048

RECORDS INVENTORY WORKSHEET
LOCATION_____DEPARTMENT_____DATE_____

LOCATION_____DEPARTMENT_____DATE_____

MED A CODES	M-MICROFILM	P-PAPER	E-ELECTRONIC
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BA 349

TOTAL RECORDS AND INFORMATION MANAGEMENT (TRIM PROCESS)

SEE NEXT SHT.

INSTRUCTION FOR THE RECORDS INVENTORY WORKSHEET

- 1 Enter location; i.e., G.O., Works #, etc.
- 2 Enter name of department and functional group within the department, if applicable and date completed
- 3 Enter basic location of the record, i.e. central file, office file (initials of the employee), etc.
- 4 Enter description of the record, including name, applicable year, and range; e.g. 1988 numerical invoice file, #00001-#01599
- 5 Enter Y(yes) If record is the primary copy, N(no) if not the primary copy
- 6 Enter the period of time the record will be kept in the active file
- 7 Enter the period of time the record will be kept in the inactive file
- 8 Enter the total life of the record (6+7)
- 9 Enter the appropriate media code (M,P, or E) for the Microfilm, Paper, or Electronic record
- 10 Enter the page number from the Records Retention Manual which justifies retaining the record
- 11 Enter additional information, if applicable, or the reason why the record is being kept longer than provided for in the Records Retention Manual

RMP126

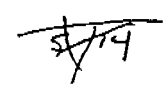
BA 050

1 RECORDS INVENTORY 2 WORKSHEET

LOCATION _____ DEPARTMENT _____ DATE _____ 2

LOCATION OF RECORD	RECORD DESCRIPTION	PRIM. COPY YES/ NO	RETENTION PERIOD			MEDIA CODE	REC. RET. MAN. PAGE REF.	REMARKS
			ACTIVE	INACTIVE	TOTAL			
3	4	5	6	7	8	9	10	11
MEDIA CODES M-MICROFILM P-PAPER E-ELECTRONIC								

BA 051



May 1, 1991

Controller's Department Associates

Re: Pitch-Out Day

The Corporate Controller's Department will be holding a Pitch-Out Day on Wednesday, May 15, 1991. All department personnel are expected to participate in the process. Permission has been granted for all to wear casual attire and pizza will be provided for lunch.

The Pitch-Out Day is scheduled for one day only. We recommend that the following procedures be followed. First, all personnel should review documents kept in their desks, PC's, credenzas and their personal working areas (remember, your PC files should be treated the same as hard copy). Next, all documents maintained in departmental files should be reviewed and cleared out. Lastly, we are providing a listing of boxes currently stored at the Record Storage Center to W. J. Krall for Accounting Services and to D. Stavor for Managerial Accounting. These listings should be reviewed to ensure that the destruction dates assigned are in accordance with those prescribed in the Records Retention Manual. If changes are necessary, please note the revised destruction date on the listing and return it, or a copy of it, to Grace Snyder.

Building Operations will be providing hampers on the floor to dispose of the trash. Due to the recycling, three separate hampers will be provided. One hamper will be designated for shredding - confidential documents should be tossed in that hamper. Another for nonrecyclable items and the third for recyclable items. Any miscellaneous office supplies which are being pitched-out, including empty binders, Pendaflex files, calculators, etc., should be placed in the empty cubicle outside of Gene English's office. Building Operations will sort through these items at the end of the day and will donate certain supplies to a charitable organization.

Thank you in advance for your cooperation. PITCH IN BY PITCHING OUT!!!!


J. E. Kuzemchak

cc: Joyce Giese
C. T. Muffly

BA 052

May 20, 1991

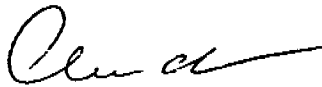
TO: ALL PURCHASING AND DISTRIBUTION PERSONNEL

Wednesday afternoon, June 19, has been designated as "Pitch-Out Day" for our department in 1991.

The Records Management Committee recommends the following procedure be followed - First, all personnel should review documents kept in their desks, PCs, credenzas and their personal working areas (remember, your PC files should be treated the same as hard copy). Next, all documents maintained in departmental files should be reviewed and cleared out.

There will be hampers available. Due to the recycling, three separate hampers will be on hand - one for shredding documents which will be located near Barbara, one for non-recyclable items and one for recyclable items. Any miscellaneous office supplies which are being pitched out, including empty binders, Pendaflex files, calculators, etc. should be set aside for reuse or Building Operations will sort through these items at the end of the day and will donate certain supplies to charitable organizations.

Casual dress is acceptable. Thank you in advance for your cooperation.



C. E. Bunch

CEB/blh

cc: J. L. Giese
J. E. Kuzemchak
R. W. LeBouef

RECEIVED
FINANCIAL ACCOUNTING
MAY 20 1991
FILE
H10611

BA 053