

Joe E. Clark

F

DATE June 25, 1979
 SUBJECT RECORDS RETENTION-PERSONNEL
MEDICAL AND CONFIRMING RECORD SOURCES

REFERENCE

TO Plant Managers
 Dirs. Personnel & Plant Personnel
 Supts.
 Plant Physicians
 Acct. & Control Supts.
 Corp. Employee Benefits Dirs. & Mgrs.

cc C. F. Callis - B2SA
 W. D. Carpenter - C2NA
 P. H. Hobson - G5WG
 W. B. Papageorge - G4WA
 P. S. Park - E2NE
 R. H. Schlattman - E3SB

6/23 YC
 1. Arnold
 2. Gless
 1-41
 JEN

PLAINTIFF'S EXHIBIT

MON-2795

We regret that in our coverage with the subject memo of June 13, and our desire to anticipate the 1979 Records Management compliance date, we gave the impression of attempting to pre-empt or supercede the Corporate Records Retention Schedule. This was certainly not our intention. It is our intention to merely bring to your attention certain items in the Records Management Manual which are of importance to the developing Medical and Environmental Health Inventory, and which are to be retained until released by the Director, Department of Medicine and Environmental Health.

The following listing relates such records to specific sections of the May, 1978 Records Management Manual.

Applicable Provision of
Records Management Manual

1) Personnel Records

Personnel & Payroll pp. 52-58

- | | |
|--|-------------------------|
| a) Records containing Work History Info.
e.g. work history cards,
seniority lists, personnel
logs, etc. | p. 53, #11
p. 54, #8 |
| b) Records containing plant Census Info.
e.g. clock number logs | p. 53, #11 |
| c) Records of transferred personnel | p. 53, #11
p. 54, #8 |

2) Payroll and Accounting Records

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- | | |
|---|-----------|
| a) Reports of additions, deletions from payroll
e.g. Hiring slips, manpower
reports | p. 55, #4 |
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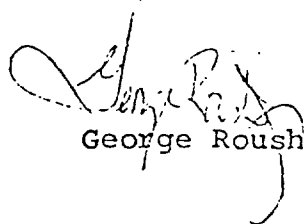
Available Provision of
Records Management Manual

3) Medical, Safety and Industrial Records

- a) Medical Records p. 46-Medical: #1
p. 53, #4; p. 54, #5
- b) Records dealing with occupational injuries p. 53, #4
p. 54, #5
- c) Environmental Survey Reports including records of Industrial Hygiene measurements p. 46, #8
- d) Medical Benefit Insurance claims, including death certificates p. 52, A. #3,
B. #3
p. 37, #4

The following additional items in the Records Management Manual also contain information of value to the MEHI program.

- a) Records containing Plant Census Info. p. 57, Other: #1
p. 69, #7
e.g. Annual earnings reports, W-2, 941 forms, i.e. Lists that would give plant employees by year, name and soc. sec. no.
- b) Safety files of accidents, injury reports p. 46, #8
- c) Workmen's compensation claims p. 53, #4
p. 54, #5
- d) Historical Records of plant products and department numbers p. 5
p. 40, #3


George Roush, Jr.

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