

October 13, 1992

TO: Distribution List

SUBJECT: Records Management Class

Thank you for your interest in attending a class on records management procedures. The class is scheduled for Wednesday, October 28, 1992, at 1:30 p.m., in Conference Rooms 6 and 7 on the 3rd floor of One PPG Place. The class should last for about two hours.

If you cannot attend this class, please notify Thelma Homola on extension 4100. I will anticipate that everyone on the attached distribution list will attend unless they have notified Thelma otherwise.

I look forward to seeing you on October 28.



John E. Kuzemchak

JEK/tmh

bcc: R. J. Matt

DISTRIBUTION LIST:

Allan, Susan A.	39W
Axton, Jo An	39S
Belli, Angelina M.	35N
Beveridge, Marianna	Allison Park
Branch, Dory	32E
Bray, D.	6E
Bucki, Renee	36E
Byrom, Andrea	14N
Carlucci, Dixie-Lee	7E
Chlodney, Dot	Allison Park
Cromer, Beth	Allison Park
Curry, Peg	7S
Dobrosielski, Debbie	36E
Ferrari, Linda	32W
Harris, Sue	39W
Hart, Carla	9W
Hock, Linda	39N
Ignashi, Karen	33S
Kennelly, Nadine	32S
Krokonko, Diane	39E
Laney, Sandy	Allison Park
Loper, Patricia	34W
McCall-Ritter, Mary Ann	36W
McKay, Helen R.	39S
Mitchell, Vicki	6W
Monich, J.	39NE
O'Donovan, Sylvia	33W
O'Leary, E.	10N
Overfield, Madge	7N
Pawelak, Carolyn	9W
Phillips, Lynn	4E
Popag, Freda F.	39E
Richner, Mary Lou	Allison Park
Rieber, Carol	40N
Rigby, Marlene	12S
Seidel, D. L.	39E
Sheetz, Julie	33S
Shick, Mindy	39N
Sinopoli, Clare	33W
Snider, Marie	36N
Stephens, Emma B.	4N
Stodolsky, Sally	39
Suchan, Marlene	39N
Syput, Rick	Springdale Dev. Center (Tom Cook-Alt.)
Vichich, Jon	39N
Wagner, Shannon	39W
Wessel, Nancy	32E
Weston, Bev	Monroeville
Yellig, MariLou	32S