

FROM J. V. HOLDER

PITTSBURGH OFFICE - 20 AB

TO

R. M. JAMES

PITTSBURGH OFFICE - 6 AB

1988 SEPTEMBER 01

RE: RECORD RETENTION - ASBESTOS REMOVAL/DEMOLITION

Any closed contract involving the removal of asbestos will be kept with the Procurement Department records at the Records Storage Center at Boyers, PA. The contract shall be identified with a notation that after the retention period of thirty (30) years, specific approval must be obtained from the Procurement Department prior to the destruction of the records.

All contracts involving the removal of asbestos are normally written by the Pittsburgh Procurement Department. However, by copy of this letter, all of our plants including subsidiaries are being notified that if they do write any such contracts, they must make arrangements for the extended record storage period.


J. V. HOLDER

JVH/mk

cc: Domestic Location & Subsidiary Procurement Mgrs. (PDA 3&4)
P. R. Atkins - Pgh/19 AB
~~H. D. Balk - Pgh/6 AB~~
W. K. Benefield - Pgh/20 AB
R. F. Burnos - Pgh/8 AB
C. L. Carleo - Pgh/20 AB
A. L. Doner - Pgh/20 AB
G. R. Farneth - Pgh/20 AB
H. M. Goern - Pgh/29 AB
M. W. Leeper - Pgh/20 AB
T. G. Pollak - Pgh/20 AB
R. G. Quaintance - Pgh/20 AB
L. L. Rippey - Pgh/6 AB
L. M. Schneider - Pgh/6 AB
R. E. Yester - Pgh/20 AB
J. R. Zokaite - Pgh/20 AB

PLAINTIFF'S
EXHIBIT
AL-1770

ARD 007608

