

United States Steel Corporation

525 William Penn Place

Pittsburgh 30, Pa.



ACCOUNTING
DEPARTMENT

PLAINTIFF'S EXHIBIT

USX-1255

April 1, 1959

Chairmen, Records Retention Committees
Central Operations, Divisions and Associated Subsidiaries

Gentlemen:

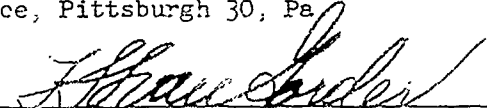
Your copies of the final two sections of the Corporation Records Management Policy and Procedure Manual are being forwarded under separate cover for assignment to members of your Committee. These sections, "C-Retention Schedules" and "E-Storage of Records" should be inserted in manuals under the appropriate separators. It should be noted that the index page presently contained in the binder in section C has not been revised and is not to be removed. The other two pages should be removed and the new pages inserted.

The functional retention schedule indicating minimum retention requirements for different classes of records may require future expansion or revision as needs dictate. Your comments or suggestions regarding this matter should be submitted after experience with the data.

The two new forms (G-20452, Catalog No. 6799.00 and G-20453, Catalog No. 6800.00) referred to in section E will be available in the Pittsburgh Stationery Storeroom in approximately 3 weeks. Supplies of forms G-19622 and G-19569, currently used for transfer of records to Annandale Archives will continue to be available until Central Operations, Divisions and Associated Subsidiary Committees revise their local instructions dealing with storage at Annandale. It is recommended that this be done as soon as possible.

Due to changes that occur in the membership of various Committees and the difficulty of maintaining an up-to-date register of individual holders of manuals, in the future, the central register will show only Committee Chairmen and the number of manuals held by each Committee. Transfer of manuals within each Committee should be controlled by the Chairman.

Any questions concerning this subject should be referred to J. J. Simica, Secretary, Records Retention Policy Committee, 525 William Penn Place, Pittsburgh 30, Pa.


Vice Chairman, Records Retention Policy Committee

Copies to: Members Records Retention Policy Committee and
Other Authorized Holders of the Manual