

United States Steel Corporation
525 William Penn. Place
Pittsburgh 30, Pa.

ACCOUNTING
DEPARTMENT



March 15, 1961

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

Gentlemen:

Records Management Policy and Procedure Manual
Section E, Pages 23 and 24

The attached revision of the subject policy and procedure manual is issued to incorporate instructions regarding the responsibility for compiling data from records stored at Annandale Archives.

Please remove pages 23 and 24 from your manual and replace with the attached. Additional sets of revised pages are enclosed for distribution to members of your committee and for replacement of pages in their manuals.

Very truly yours,

A handwritten signature in cursive script, appearing to read "H. F. van Gorder".

H. F. van Gorder, Vice Chairman
Records Retention Policy Committee

JJS:jac

Attachment

CC: Members, Records Retention Policy Committee
Other Authorized Holders of the Manual