

March 16, 1987

TO: ALL HOLDERS OF THE RECORD RETENTION MANUAL

Attached is a revised copy of the Record Retention Manual. Significant reductions in the retention periods have been incorporated in the manual reducing PPG's total retention time by approximately one-third. This manual should replace your current manual in its entirety. Accordingly, please discard the old manual.

The updated retention periods have been reviewed and approved by the Records Retention Committee, consisting of representatives from the Law Department, Tax Administration Department and the Corporate Controller's Department. This Committee also solicited input from all of the Groups and from affected Corporate Staff Departments.

The new Manual is effective immediately. We request that the new retention periods be applied retroactively to record boxes which have already been sent to storage. General Office departments will receive in the near future, a listing from the Record Storage Center of all boxes currently stored there. This list should be reviewed and retention periods adjusted to reflect the new time periods.

Obviously, retention periods are suspended for all documents covered by a freeze order from the Law Department. When you are notified that the suspension is no longer required, you should review the records to determine if any should be destroyed in accordance with the retention periods stated in the Manual.

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