From: R&D Center, 401-3X9
WIN: 236-1362
Date: January 29, 1988
Subject: Document Retention

To: J.W. Fisch
Gateway 1559

cc: S.R. Pitts, Gateway 1703
J.J. Bair, Gateway 951

We have completed a review and inventory of the files which are present in the Industrial Hygiene Department. We conducted this review in conjunction with the corporate-wide effort to update and formalize a corporate-wide records management system. It is our intention to implement a records management system for Industrial Hygiene which permits us to more efficiently and effectively manage our records. The following paragraphs comprise the records management "system" which we have developed. This "system" was formulated with the assistance of Jeffrey J. Bair of the Law Department and is fully consistent and in compliance with the current Westinghouse domestic records retention guidelines and all applicable laws and regulations.

1. The plant correspondence files generated prior to 1974 will be discarded. The remaining plant correspondence files will be maintained. The Department's practice of microfilming these records will continue.

2. All test records, including air sampling data, bio-assay and radiation exposure records, as well as all exposure records, adverse reaction records and all other similar records required to be maintained by any law and/or regulation, will be maintained permanently. Again, the Department's practice of microfilming these records will continue.

3. The records identified as "historical files of Industrial Hygiene Department," with the exception of those required to be maintained pursuant to law and/or regulation, will be discarded.

4. Material cards, material safety data sheets, Purchasing Department specification cards, safe practice data sheets and historical safe practice data

PLAINTIFF'S EXHIBIT WH-467

IN RE: ASBESTOS LITIGATION 1992

sheet files, except for outdated and unused cards and sheets, will be maintained. All material safety data sheets will be maintained as required by law and/or regulation.

5. Procedure and guideline documents, technical literature and seminar and educational materials which are necessary for the operation of the Department will be maintained. All other such documentation will be discarded.

6. Audit report drafts and work papers will be maintained only until an adequate audit response is received from the audited site.

7. Worker's Compensation files will be maintained only while the cases are pending, except that Worker's Compensation files pertaining to asbestos-related disease should be maintained.

We will begin implementation of these document retention guidelines and excluding item #4 the project will be completed by June 30, 1988. Because of the large volume of MSDS's to be reviewed in Item #4 (about 20,000) these files will be completed within the fourth quarter of this year.

C. W. Bickenstaff

C.W. Bickenstaff, Manager
Corporate Industrial Hygiene
Environmental Affairs

cas

RE: ABRAMS DECEMBER 1992