

FROM NAME &amp; LOCATION: E. W. Bell - Texas City, Texas

DATE: May 25, 1978

SUBJECT: 1978 Records Management

REFERENCE: Records Management Manual  
(May 1978) Compliance Date: June 8, 1978

TO: Accounting Department Personnel

I have been appointed Records Management coordinator in the Accounting Department for the coming year. Serving with me on the committee will be Ernestine Chuoke, Freida Jones, Ray Macik, Stella Martinez and T. W. Triplett.

As you know, we have a corporate record retention schedule that requires us to keep records for specified period of time and no longer. This year our compliance date is June 8, so please start immediately.

By copy of this letter, I am asking each individual to conduct a special records retention audit of the records within your area. This audit is to include records whether they are stored in desks, credenzas or file cabinets belonging to you or the Accounting Department.

As of this writing, the above committee will be responsible for the dead storage area.

A record is defined to include all written and printed papers, maps and drawings, books, photographs and microphotographs, film and microfilm, disc and tape recordings, or similar documentary material made or received by any segment of Monsanto in the performance of its responsibility.

The Monsanto Records Management Manual dated May, 1978 will be used as a measure of compliance. The book is available for anyone needing information concerning their records.

Stella Martinez has several storage boxes for collecting obsolete material. Please place your data in one of the boxes as you clean your area instead of individually destroying the records. This will serve two purposes.

1. We have been asked to supply a count of the number of boxes destroyed.
2. This will insure that the data has been destroyed properly, as all Accounting data is considered confidential.

Attached is a compliance statement for you to sign regarding the records in your particular area of responsibility.

This is a time consuming job, so please plan accordingly.

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*Bill*  
E. W. Bell

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