

PHILIP MORRIS U.S.A.
INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: Barbara Clavier
From: Wayne Baughan *Wayne*
Subject: REVISED RECORDS RETENTION SCHEDULE

Date: November 23, 1992

Enclosed is the revised Records Retention Schedule for Transportation. This schedule has been reviewed and approved by the Records Management Department and by Mr. Moore and endorsed by Legal Counsel. This Records Retention Schedule supersedes and invalidates any prior dated Records Retention Schedule, and all prior dated Records Retention Schedules should be immediately destroyed.

If you have any questions or require clarification of the above, please call me (2564).

Enclosure: Addressee Only

c: L. M. Cummings
J. D. Schafer
FILE: P34-R273

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