

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

To: C. C. Purcell
From: L. M. Cummings
Subject: LEGAL ENDORSEMENT OF REVISED RECORDS RETENTION SCHEDULES

Date: September 9, 1993

You will find enclosed revised records retention schedules for the following departments:

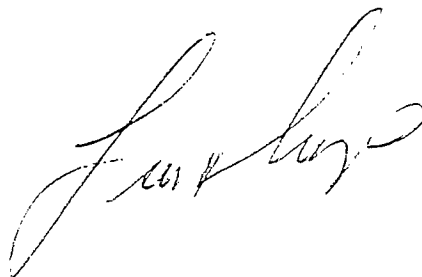
- 06MFGN30 - Cabarrus Cigarette Manufacturing
- 06MFMN41 - Cabarrus Direct Materials
- 06MFMN42 - Cabarrus Finished Goods
- 06MFMN40 - Cabarrus Materials
- 06MFON90 - Cabarrus Operations Support
- 06MFEN50 - Cabarrus Plant Engineering
- 06MFG101 - Cabarrus Plant Management
- 06MFPN20 - Cabarrus Primary Processing
- 06MFPN25 - Cabarrus Primary Processing Engineering
- 06MFMN43 - Cabarrus Purchasing/MRO
- 06MFQN70 - Cabarrus Quality Assurance
- 02MFIM15 - Louisville Employee Involvement Training
- 01MFMF31 - M/C Cigarette Manufacturing
- 01MFMF10 - M/C Plant Management
- 01MFMF50 - M/C Cigarette Manufacturing Maintenance
- 06MFC1C2 - Cabarrus Community Relations

Please review these schedules and if acceptable, please have an attorney sign, date and return these schedules to me. I will obtain the appropriate department head signatures and return the originals to you.

If you have any questions, please do not hesitate to contact me.

Attachments: Addressee Only

c: D. F. Keane, Esq.
V. M. Murphy, Esq.
K. W. VandenBroek
P34-R0273



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