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Lorillard

MEMORANDUM

August 12, 1981

TO: Those Concerned
FROM: A. W. Spears
SUBJECT: Record Management Program

In recent years, the growth of Lorillard has stimulated a substantial increase in the level of business records which are generated internally. The company first addressed this problem by identifying these records and establishing a Records Retention Manual in 1977. In addition a new Company Records Center has been established in Greensboro to handle the storage of records which were specified in the Records Retention Manual. This Greensboro facility replaced Lancaster which was the previous storage location. However, all records currently being stored in Lancaster will remain at that location until they can be destroyed.

The success of a Records Management Program depends upon the timely movement of records out of department areas to the Company Records Center where they can be controlled and disposed of at the proper time. To date only a few departments within the Company have been utilizing the Records Center facilities in Greensboro, and records continue to accumulate in files, closets, and storage rooms.

Attached is a copy of the procedures which should be utilized by all Departments in the retention, transferring and disposal of office records.

The responsibility of coordinating these procedures has been assigned to the Research Administrator, ~~Tom Moring~~, at the Research Center in Greensboro. If any questions or problems arise, please contact him at Extension ~~6684~~.

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Hellie Jessup

A. W. Spears

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