

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

To: • Records Management Department

From: • Cindy L. Council

Subject: • ACTIVE RECORDS INVENTORY UPDATE

Date: 10/29/93

DEPARTMENT CODE 01MSQ15A

Each record listed below must be reassigned to the indicated new location code or department and/or to the indicated new record category code. If records were disposed prior to the expiration of the retention period, they must be deleted from the Records Management Inventory System. Indicate the status code (listed below) for each record to be deleted.

| NEW LOCATION<br>CODE OR<br>DEPARTMENT OR<br>STATUS CODE | OLD<br>LOCATION<br>CODE | NEW<br>RECORD<br>CATEGORY<br>CODE | OLD<br>RECORD<br>CATEGORY<br>CODE | YEAR<br>DATE | MEDIA<br>CODE | RECORD<br>NUMBER |
|---|-------------------------|-----------------------------------|-----------------------------------|--------------|---------------|------------------|
| EH&S  | 15A925                  |                                   | R0129                             | 1990         | P             | 0030674          |
| EH&S  | 15A951                  |                                   | R0129                             | 1990         | P             | 0030548          |
|   |                         |                                   |                                   |              |               |                  |
|   |                         |                                   |                                   |              |               |                  |
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STATUS CODES:

- 1 = REASON FOR DISPOSAL: \_\_\_\_\_
- 2 = REASON FOR DISPOSAL: \_\_\_\_\_
- 3 = REASON FOR DISPOSAL: \_\_\_\_\_

COPY IF STATUS CODE 1, 2 OR 3 ONLY: PM USA Legal Department & Department Head

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