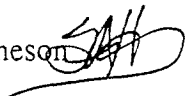


PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Records Management Task Force

Date: July 7, 1993

From: S. A. Hutcheson 

Subject: July 13 Meeting

Lewis Cummings has made several suggestions regarding information that should be included in your presentation on July 13. They are as follows:

- 1.) Include volume of documents/ records handled on an annual bases (if information is readily available). For example, include number of records received, records microfilmed, and records disposed via PM Records Management Program.
- 2.) Be prepared to discuss "mapping" of work flow if you have done such an exercise.

Be sure to bring a copy of your presentation so we can compile a record of all our operations for each team member.

I look forward to seeing you Tuesday, July 13.

Attachment

Lewis Cummings
Glen Insley
William Lynch, III
Johnny Miller
Clare Purcell
Early Reese

cc H. G. Burnley
D. P. Dumouchelle
D. A. Lynch
K. S. Houghton
Central Files

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