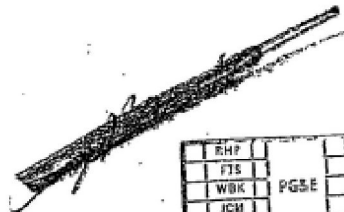


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FOR INTRA-COMPANY USES

DIVISION OR DEPARTMENT Secretary
 FILE No. 210.4

RE LETTER OF
 SUBJECT General Office Vital Records,
 Protection and Storage of



RHP		JBD
FIS		GW
WBK	PGSE	ALH
JCM		CWT
WEL		RW
RAR		XII
RHF		RD
CTVD		SMS
JAS		STS
MAM		JCL
PAC		DM
NK		
HIL		JED
GLH		IGS
EJM	LAW	
JSC	DEPT	RWW
ASSIGNED		
DUE		

October 30, 1969

OFFICERS
 DEPARTMENT HEADS

The attached Standard Practice, No. 210.4-5, covers the Company's new program for the protection and storage of its vital records.

This program is separate and distinct from the regular records retention and destruction program operated in compliance with FPC and CPUC regulations.

Vital records will be stored in a location which will provide maximum security.

The program will be worthwhile only if the records are kept up-to-date as set forth in paragraph 4.

We are contacting the division managers regarding vital records under their jurisdiction. We shall assist each of them in establishing a local program to provide secure storage of those records.

J. F. TAYLOR

JFT G
 Encl.

