

Date: July 1, 1991 **File #:**
To: VARIOUS
From: CONTROLLER
Subject: Standard Practice 210.4-1 -
Preservation of Accounting Records

Chuck Mac...
313042



**OFFICERS
DEPARTMENT HEADS
DIVISION MANAGERS**

Standard Practice 210.4-1, Preservation of Accounting Records has been revised and is attached for your use. It is effective July 1, 1991 and reflects current retention requirements.

Please note that these are minimum requirements. Additional retention may be necessary to comply with other legal and company requirements.

If you have any questions or concerns regarding Standard Practice 210.4-1, please call Paul Fee on extension 223-3497.

GLORIA S. GEE
PTFee(223-3497):rd1
Attachment

