

PHILIP MORRIS INCORPORATED

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Jerome Walters

DATE: December 2, 1988

FROM: Phyllis Cowart

SUBJECT: RECORD CARTON UPDATE

Per Cecilia's conversation with Rosa, we have updated the attached records maintained at CARLSTADT, QRSA, and/or IRON MOUNTAIN (Vital Records) to reflect your name as owner of these records. Please note the previous owner was J. Garcia. Also, indicate in writing if any of these records can be destroyed. Please consult the Legal and Tax Departments to determine whether the records are subject to pending litigation, government proceedings/investigations, an Internal Revenue Service audit, or other considerations.

If you have any questions, please feel free to call the Records Management Department Ext. 4019 or 2933.

PC/ca
Attachment

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