

**PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE**  
120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

**TO:** Records Coordinators  
Philip Morris Companies Inc.  
Philip Morris Incorporated  
Philip Morris International  
Philip Morris Management Corp.

**DATE:** November 9, 1995

**FROM:** William F. Lynch, III

**RE:** Records Management: Disposal Suspension of "P," "C," "C1," "C2" or "C3" Stamped or Bates Number Stamped Records Collected for Purposes of Investigation or Ongoing Litigation

As Records Coordinators, it is your responsibility to see that all records are managed pursuant to the Records Management Policy.

Pursuant to the applicable records management manual, records collected for purposes of investigation or ongoing litigation are subject to disposal suspension. Records collected for investigation or ongoing litigation are identifiable by the presence of a "P," "C," "C1," "C2," or "C3" stamp or bates number stamp on each page of the record. Such records are subject to disposal suspension and are to be retained indefinitely or until a disposal suspension release notice is issued by the Legal or Tax Departments.

Please retain a copy of this memorandum for your files and distribute copies to persons in the departments for which you have records management responsibility. If you have any questions related to this notice, please contact me in the Legal Department of the New York Office at 212/880-4019.

WL/csk

cc: T. Beane  
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