

**PHILIP MORRIS USA
ACTIVE RECORDS MONTHLY DISPOSAL NOTICE**

Date: August 1, 1996

To: Section Office Personnel

From: Judi

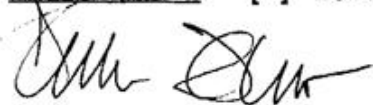
The following records are scheduled for disposal as of August 1, 1996. Please dispose of any records located in your office/cubicle/designated area sign and return this notice to me by **August 30, 1996**. Prior to disposing of these records, please review the list of records subject to disposal suspension listed within your PM USA Records management Instruction Guide.

Total Retention Period	Creation Date	Record Category Code	Record Category
M+12	7/95	E1281	Employment Applications/Resumes
M+12	7/95	O0518	Operations/Field Reports
M+12	7/95	P2069	POS Requisitions/Inventories

I approve the disposal of the above records (unless an explanation is attached of why any of these records should not be disposed) and I certify the records approved for disposal have been reviewed against Appendix A of the Philip Morris USA Records Management Instruction Guide and any and all applicable Disposal Suspension notices and none of these records are subject to Disposal Suspension.

CHECK HERE

IF APPLICABLE: ☒ **NO RECORDS AVAILABLE FOR DISPOSAL AT THIS TIME.**



(Signature)

8-24-96

Date

Distribution:

G. Foster	E. Govan	M. Miller
J. Tusan	J. Lennon	E. Tenorio
L. Hand	H. Posse	K. Suh
D. Castleman	D. Demer	Deb Breakfield
M. Blanco	K. Johnson	Deb Bacon
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