

PHILIP MORRIS USA
ACTIVE RECORDS MONTHLY DISPOSAL NOTICE

Date: August 1, 1996

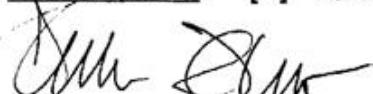
To: Section Office Personnel
From: Judi

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 <u>Retention Period</u>	Creation <u>Date</u>	Record <u>Category Code</u>	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)



Date

<u>Distribution:</u>	G. Foster	E. Govan	M. Miller
	J. Tusan	J. Lennon	J. Tenorio
	L. Hand	H. Posse	K. Suh
	D. Castleman	D. Demer	Deb Breakfield
	M. Blanco	K. Johnson	Deb Bacon
	H. Medero	R. Rogers	

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