



PHILIP MORRIS U.S.A.
INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

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TO: **Distribution**

DATE: August 4, 1995

FROM: Joyce Worsham *JW*

SUBJECT: **Records Disposal Suspension Notice**

Attached please find a copy of the most recent Records Disposal Suspension Notice. Please retain a copy for your files and, as always, distribute this records disposal suspension notice to persons in the departments for which you have records management responsibility.

If you have any questions relating to this notice or any other records management issues, please let me know.

Finance Facilitators

- | | |
|-------------------|-----------------|
| Arrington, Robyn | Ellen, Nancy |
| Babbage, Bob | Insley, Brenda |
| Bacile, Debbie | Langley, Diane |
| Brooks, Fay | Madren, Dorothy |
| Caison, Annie | Madures, Linda |
| Civers, Stephanie | McKoy, Pam |
| ✓ Coleman, Landon | Odom, Robin |
| Coley, Teresa | Reid, Trish |

- | | |
|-----------------|----------------|
| cc: Bare, Doug | Lynch, William |
| Clayton, Dave | Markham, Linda |
| Coleman, Warren | Meade, Tom |
| Condon, Joe | Neale, Harvey |
| Farriss, Mike | Rider, Paige |
| Frazier, Dale | Reynolds, Jim |
| Gragg, Ron | Saine, Mark |
| Insley, Glen | Simmons, Neil |
| Hassen, Sam | Smith, Donnie |
| Johnson, Earl | Tucker, Jim |
| Long, Henry | |

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