

PHILIP MORRIS INCORPORATED

INTER-OFFICE CORRESPONDENCE

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

TO: Ms. Lili A. Loeb *x3140*
FROM: James T. Breedlove
SUBJECT: Records Retention

DATE: July 15, 1983

I would recommend that you have the Carlstadt Warehouse staff check the maturity of the Goldman Sachs-Chase Notes, Term Notes and Demand Notes in the schedule marked "A" to ensure that they have all matured. Once that question is resolved, there would appear to be no reason to delay destruction of such records.

As far as the records in the schedule marked "B" are concerned, the Carlstadt staff will presumably continue to monitor their retention with reference to the indicated retention periods and destroy them in an orderly fashion upon the expiration of such retention periods.

JTB

cc: Ms. Jayne Bernard

8/A - spoke with L. Loeb —