

BIRD,SAMANTHA F / GRLY/38/ - HPDesk print

Message.

Dated: 04/06/90 at 1504.

Object: PURGING OLD FILES  
Sender: Samantha F BIRD /GRLY/38  
C: Samantha F BIRD /GRLY/38

Contents: 2.

Part 1.

TO: Clark DAVIS /GRLY/38  
Marcia DAYBELL /GRLY/38  
Teri FULLER /GRLY/38  
Felix JENSEN /GRLY/38  
Susan E MORE /GRLY/38  
Jerry L STEVENSON /GRLY/04  
Paul L WEST /GRLY/38  
Carol J YOUNG /GRLY/38

CC: Samantha F BIRD /GRLY/38  
Robert Dean NOXON /GRLY/38

Part 2.

YESTERDAY IN THE STAFF MEETING, WE TALKED ABOUT THE NEED TO PURGE OUR DESKS OF ALL OLD MEMO'S, NOTES AND PROCEDURAL GUIDES. WITH THE INCREASE OF BAD FAITH SUITS BIENG FILED AGAINST STATE FARM, IT IS IMPORTANT THAT YOU GET RID OF ALL YOUR OLD STUFF : KNOW YOU HAVE LURKING AROUND IN YOUR DRAWERS AND FILING CABINETS.

PLEASE GET RID OF ANY OLD MEMO'S, CLAIM SCHOOL NOTES, OLD SEMINAR OR CLAIM CONFERENCE NOTES, AND ANY OLD PROCEDURE GUIDES YOU MAY HAVE. THEY ARE TRYING TO AVOID HAVING TO COME UP WITH OLD RECORDS WHEN THE "REQUEST FOR PRODUCTION OF DOCUMENTS" COMES IN AND THEY REQUEST "ALL TRAINING MANUALS, MEMOS, PROCEDURAL GUIDES, ETC. THAT ARE IN THE POSSESSION OF YOUR CLAIMS REPS AND MANAGEMENT". APPARANTLY THEY HAD A REQUEST LIKE THIS IN TEXAS AND EACH PERSON HAD TO SURRENDER ALL THEIR OLD JUNK. I GUESS CORPORATE IS NOT EVEN GOING TO KEEP OLD CPG GUIDES, OLD CLAIMS MANUALS, ETC. WE WILL ONLY HAVE WHAT IS CURRENTLY IN EFFECT. THAT WAY IF THEY SUBPOENA OUR CLAIM MANUAL FOR U CLAIMS FOR 1987, FOR EXAMPLE, WE WILL SAY WE DON'T HAVE IT. THIS SHOULD BE EASIER THAN TRYING TO PRODUCE IT OR HAVING TO DEFEND IT.

SO, LOOK THROUGH ALL YOUR OLD STUFF AND DUMP IT. YOU WON'T EVER MISS IT.

ALSO WE DISCUSSED THAT EEVERY EMPLOYEE HAS THE RIGHT TO LOOK AT THEIR PERSONNEL FILE WITHOUT RECRIMINATION. THERE SHOULD BE NOTHING IN YOUR PERSONNEL FILE THAT YOU DON'T ALREADY HAVE A COPY OF. BUT IF YOU FEEL THE NEED TO SEE SOMETHING IN YOUR FILE, IT IS OPEN TO YOU.