FACSIMILE

CONFIDENTIAL

GHQ
February 26, 1963

C. H. GROTE, Manville Plant

Confidential Correspondence

During my recent trip we discussed the necessity of having multiple copies made of various medical documents by your duplicating machine. I understand that the master sheets from which these copies are made are left for disposal as are other sheets of correspondence in your various offices. Much of the information contained in these records which are highly confidential should not be disclosed to anyone. Therefore, may I suggest that you consider the purchase of a small and inexpensive shredding machine which will permit you to destroy completely all copies of correspondence which you do not wish to retain and have disposed of in the usual manner? I believe that it is highly essential that all copies of correspondence of such confidential nature should be thoroughly destroyed so that our position in Workmen's Compensation claims cannot be doubted.

Kenneth W. Smith, M.D.

cc: W. F. Fischer, Manville Plant

Published by AsbestosClaims.Law
asbestosclaims.law/library/11279/1