*UNION CARBIDE* CHEMICALS AND PLASTICS COMPANY INC.

SOLVENTS & COATINGS MATERIALS DIVISION

P.O. BOX 471, TEXAS CITY, TEXAS 77592-0471
S. M. NETTROUR - UNICOM 8-527-5790
FAX: 948-5804

PLAINTIFF'S EXHIBIT
UC-1108

TO: A. P. Yalcinkaya 515/001

DATE: January 31, 1991

CC: J. R. Dement - 515/001

SUBJECT: Hold Order 98-
Asbestos

Dear Perri

Jim Dement advised that you are the appropriate person to receive this Hold Order #98 regarding Asbestos. As the Texas City Plant Records Retention and Protection Representative it is my responsibility to ensure that such hold orders are communicated within our plant if not done so directly via the hold order. The distribution list attached to the hold order does not include anyone at our plant. In reviewing the hold order I have circled those items where I believe we may be required to retain pertinent records. Please distribute this hold order to others who need to know. If you have any questions regarding the corporate records retention policies/procedures, please call me.

Sincerely,

S. M. Nettrour

Attachments

9001SN13
SMN/plb

UCTC 08677

UNION CARBIDE CORPORATION
Internal Audits Department
Information Security

39 Old Ridgebury Road
Danbury, CT. 06817-0001

To: Attached Distribution List

November 15, 1990

cc: R. H. Brewer
R. A. Butler
J. R. Carey
T. P. Costello
H. J. DePriest
P. J. Fournier
J. James
C. M. Kawash
RR&P Representatives

Subject: Hold Order 98

S. M. NETTROUR
TEXAS CITY
LOC. 515

At the request of the Law Department, the subject Hold Order relating to ASBESTOS has been issued effective immediately. A copy of the Hold Order is attached and will be published in the RECORDS RETENTION AND PROTECTION MANUAL in the next revision.

This Hold Order supersedes all existing instructions with respect to records retention policies, and will remain in force until modified or revoked. You should note the stipulation within this Hold Order that it is "not intended to diminish the documents which relate to asbestos which have been and are being retained pursuant to Hold Order 43 or advice or guidance which has been provided by counsel or appropriate Union Carbide personnel." Please take the necessary steps to have the above information disseminated to all levels of your organization where responsive documents may reside.

Questions regarding this Hold Order should be directed to R. A. Butler, Law Department, Danbury Extension 6203.

Carolyn A. Mariani
Carolyn A. Mariani
Corporate Records
Administrator

12.26.90
Per R. Butler, scope of Hold Order does include any asbestos related documents as described in the Hold Order for Texas City Plant.

Attachment

UCTC 08678


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Section 90

November 15, 1990

HOLD ORDERS

Retention Period

HO 98: ASBESTOS
November 15, 1990

Indefinite

All records relating to production use, purchase or sale of asbestos or asbestos products, including but not limited to:

1. Mining, milling or production of asbestos, including records with respect to employees or others who worked at any Union Carbide mining, milling or production site.

2. Purchase or acquisition of asbestos or asbestos products which contained asbestos.

3. Use of asbestos or products which contained asbestos in or with Union Carbide buildings, facilities or equipment.

4. Asbestos as a Union Carbide product or products of Union Carbide which contained asbestos, including:
   - Formulations
   - Product Development and Testing
   - Quality Control
   - Containment or release of fibers
   - Inquiries and responses

5. Exposure of Union Carbide employees or employees of others on Union Carbide premises, including:
   - Policies, guidelines and practices
   - Dust counts

6. Medical examinations of Union Carbide or non-Union Carbide persons exposed to asbestos or products or materials which contained asbestos, including:
   - Policies, guidelines and practices
   - Records of medical examinations
   - Communications to persons examined
   - Memoranda or notes

O = Circled items are potential Texas City Plant exposure areas for pertinent documents.

UCTC 08679


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7. Medical effects and health and safety aspects of asbestos, including:
   - Books or articles
   - Tests or studies
   - Inquiries and responses
   - Toxicology or epidemiology
   - Internal memoranda or notes

8. Labels, instructions or packaging for asbestos as a Union Carbide product or Union Carbide products which contained asbestos.

9. Advertising or promotional materials with respect to asbestos as a Union Carbide product or Union Carbide products which contained asbestos.

10. Union Carbide material safety data sheets or precautionary materials for asbestos as a Union Carbide Product or Union Carbide products which contained asbestos, including the providing of same to customers or others.

11. Sales of asbestos as a Union Carbide product or products of Union Carbide which contained asbestos, including:
   - Communications to and from customers
   - Call reports
   - Sales and shipments

12. Disposal of asbestos or products or materials which contained asbestos.

13. Remediation of asbestos or materials which contained asbestos at Union Carbide facilities.

14. Regulatory compliance.

15. Accidents and near misses.

16. Litigation and claims brought by Union Carbide employees (including workers' compensation,) customers, employees or others.

This Hold Order is not intended to diminish the documents which relate to asbestos which have been and are being retained pursuant to Hold Order 43 or advice or guidance which has been provided by counsel or appropriate Union Carbide personnel. Until further notice, these records must be retained and must not be destroyed.

UCTC 08680

**DISTRIBUTION LIST**

SACM

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UCTC 08681