

Mini News

News For The Employees of Data General

August 19, 1983

Holiday Reminder

Monday, September 5, is Labor Day, a paid holiday for Data General employees. Other Data General holidays this year are:

November 24	Thanksgiving
November 25	Day After Thanksgiving
December 23	Day Before Christmas
December 26	Day After Christmas

Roy Fortney Named Field Engineering Director

Roy Fortney has been named director of Field Engineering Materials, reporting to Support Services Vice President Tony Nicoletti.

In this new position, Roy will be responsible for directing the worldwide Field Engineering materials program including inventory planning for all current and new products, new material requirement planning, purchasing, and Product Repair Center planning.

This position includes the implementation of worldwide Field Engineering inventory planning systems to insure uniform control of field inventories in all Data General subsidiaries. A primary focus of this organization will be worldwide Product Repair Center strategy, planning and implementation with its effect on repair costs, inventory levels and customer satisfaction levels.

Take PRIDE In Training

PRIDE Circle Leader Training will begin on August 29 for Southboro employees. The three day program will be held in the Building 5 conference room. Interested employees should call Facilitator Joe Crisefulli at extension 7944 immediately to reserve a space.

Since joining Data General in 1977, Roy has held a number of director level positions in Manufacturing. He was most recently general manager of Northeast Manufacturing Operations.

Before joining Data General, Roy held manufacturing management positions with Xerox, Litton Industries and Control Data Corporation.

Roy holds a BA from the University of Minnesota and has done graduate work in business administration at Pepperdine University and the University of Minnesota.

Northeast Manufacturing Operations and Corporate Purchasing which formerly reported to Roy will temporarily report directly to Senior Vice President Dave Chapman.

Don't Forget To Sign-up -- Register August 23

Worcester Polytechnic Institute (WPI) is offering two computer science graduate courses at Data General this fall. Courses being offered are:

- Data Structures and Analysis of Algorithms (CS 507) - Meets Wednesdays from 5:30 p.m. to 8:30 p.m.
- Programming Practicum (CS 508) - Meets Tuesdays from 5:30 p.m. to 8:30 p.m.

Registration will be held in the Engineering Training classroom in Westboro on August 23 from 1:30 p.m. to 8:30 p.m. Classes begin September 7 and will continue for 14 weeks.

Westboro

People

Jack McCarthy joins Corporate Manufacturing as manager of Corporate Materials Planning reporting

to Bruce Neff, director of Corporate Materials and Manufacturing Control.

For more than two years Jack has held several positions in Far East-Manufacturing, starting as Materials manager at Data General-Manila, and later becoming Operations manager. Most recently, Jack was the Far East Systems Coordinator, responsible for developing a proposal for computerizing the Far East facilities and installing a materials system.

Jack has a degree in commerce from St. Mary's University in Nova Scotia.

Jack replaces Phil Rowlinson who has become Field Engineering Materials manager reporting to Al Pardo at the Milford Product Repair Center.

Lynne Connors comes to the Technical Products Business Unit as a product specialist responsible for new DESKTOP GENERATION computer products. She reports to Small Systems Product Manager Mary Zak.

Lynne comes to the company from Hewlett Packard where she was a sales engineer.

She has a BS in electrical engineering from Northeastern University.

Karen Abramowitz and **Ursula Smith** have joined Distributed Systems Software as programmers responsible for software development for data transport systems.

Karen is a computer science graduate from the University of Connecticut. Ursula has graduated from the State University of New York and also holds a bachelor's in computer science.

Both Karen and Ursula report to Section Manager Joshua Weiss.

Gini DeGizzi has joined Educational Services as TIPS administrator reporting to Marketing Manager Chris Hawver. In this position, Gini is responsible for administering the Technical Information and Publications Services (TIPS), including processing customer orders and interfacing with Building 5 in Southboro for filling orders.

Prior to coming to the company, Gini was an accounts payable vendor analyst. She has an associate's degree in business administration from Bay State Junior College.

Reminders

- Copy key readings are due in the Westboro Copy Center on Monday, August 22 and Tuesday, August 23. Please call extension 6141 or extension 6073 with your readings.
- Employees are reminded that all non-Data General personnel (guests, vendors or job applicants) must be escorted from the time they are signed in at the front lobby until the time they are signed out.
- Air travel card holders should note that cars needed during business travel must be rented from Avis whenever possible.

Top O'The Morning For Irish Students



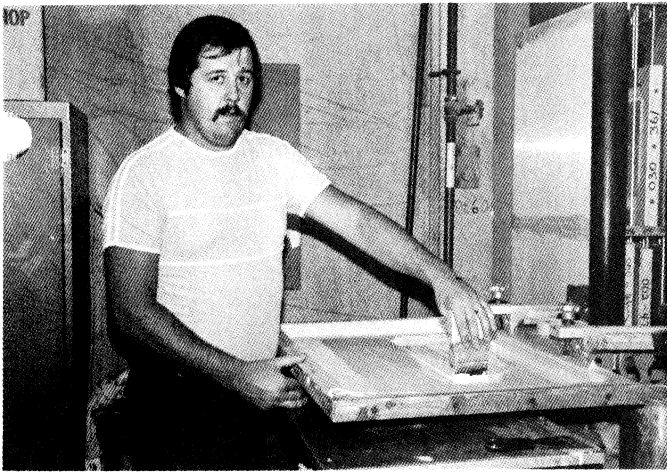
Fifteen students from Northern Ireland visited Data General-Westboro Tuesday morning to experience first hand the company's industrial and office automation capabilities. The tour marked the culmination of a three-week exchange program with Grafton students. During their visit to Data General the students had an opportunity to use the new DESKTOP GENERATION family of computers, view the graphics capabilities of the GW/4000 Expert Workstation, and send messages via the Comprehensive Electronic Office.



Southboro

Paint Shop's Best Color is Quality

Each area within Data General performs specific functions which contribute to the manufacture and sales of computer systems and peripheral equipment. There is a department in Southboro Manufacturing which plays a very distinct role in this process. Located in Building 5, Southboro's Paint Shop has the unique responsibility of giving Data General computer systems something no other area in Southboro can give -- color.

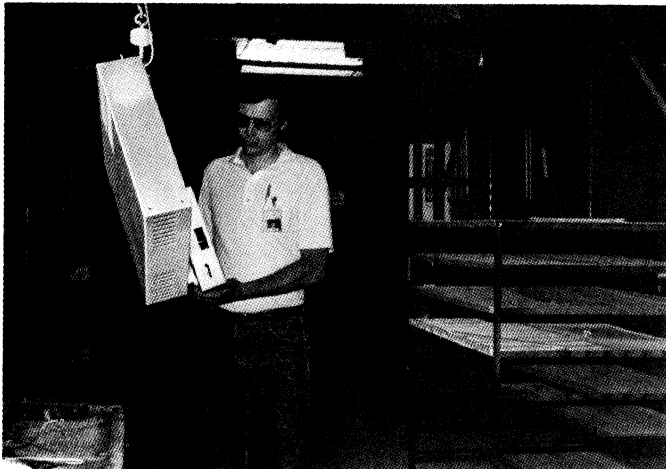


Silkscreening is one important function performed in the Paint Shop. Employee Jim Maher demonstrates how paint is applied through one of more than 800 silkscreens available.

Larry Bliss, Paint Shop supervisor, insures the quality and uniformity of paint application. Working with Larry are employees who are highly motivated to reach quality goals. The Paint Shop has an excellent quality record and during the last year has twice won the Quality Awareness award. In fact, Larry recently earned an individual Quality Leadership award.

He explains that the quality message was brought to the area through weekly meetings and the emphasis on quality over quantity. The Paint Shop completes thousands of parts per week and over the past five weeks has attained a zero defects record.

According to Larry, the employees in the department are encouraged to be their own inspectors. He observes, "Making employees responsible for each other's workmanship and for checking finished products carefully has helped the Paint Shop not to be so dependant on the Quality department for support. Now employees better understand what it means to produce a defect free product giving them even more pride in their work."



Supervisor Larry Bliss explains how various metal parts are processed in the Paint Shop.



Jim Bolack removes enameled parts from an oven.

Most of the employees in the Paint Shop have more than five years of experience painting Data General equipment. They work on parts composed of sheet metal, metal castings and plastic. The area also deals with wooden parts which are utilized in the production of prototypes. Plated and painted in the Paint Shop are components used in virtually every system produced in the company.

Traditionally metal, plastic and wood must be specially prepared by etching or cleaning before painting. This makes the surfaces more receptive to paint adhesion. Aluminum parts are plated with chromate, steel is plated with phosphate. Plating parts with these substances prepares the surface for painting, and if a part is not going to be painted the plating inhibits oxidation of the component.

Parts scheduled to be enameled are arranged on a conveyerized system, more than two hundred pieces to a line. Two spray booths are set up, the first coat applied is smooth, after the paint has "flashed" the parts continue to the second booth for a final coat. Larry explains that flashing occurs quickly after the paint is applied, within 30 seconds to one minute. It is the initial phase of drying and when a coat of paint has flashed some chemicals have already evaporated. The second coat is textured, which makes for easy exterior maintenance of Data General computer systems.

Silkscreening also is handled in the Paint Shop. In stock are 800 to 1000 different screens. These are utilized in the production of various signs as well as for product logos which are placed on the outside of a system.

Larry described the complicated process of masking as yet another area of expertise of Paint Shop employees. As one color is applied, the areas not to be painted are covered to protect them. This process can be done layer after layer and masks changed as different areas are exposed to paint. This process is very effective for applying multiple colors to a unit. Masking is also used to protect certain electrical features on a system. Paint must never be applied to electrical contacts because it acts as a buffer.

Most recently the Paint Shop completed a order for the DESKTOP GENERATION computers used in their introduction in New York City. Larry adds, "We all worked extremely hard to assure that the job was done right and on time. I am very proud of the cooperation within the department. There was a real group effort as employees made their contribution to the success of the new product line."

Southboro Rated #1 After Plant Safety Audit



Plant Manager Dave Foran (left) summarizes the events of the safety audit to Southboro Nurse Theresa Reale (center) and Personnel Manager Paul Smith.

For winning the Annual Domestic Manufacturing Plant Safety Audit, Southboro employees are celebrating a well-earned victory. Scoring 395 out of a possible 400 points, Southboro edged Apex, which came in second with 393 points, and the other audited plants -- Westbrook, Austin, Portsmouth and Clayton.

According to Southboro Plant Manager Dave Foran, one year ago he hoped the Safety Committee could address various safety issues to provide an even safer work environment for employees while improving Southboro's standing in this year's audit. He states, "There was an impressive change in overall site safety and the committee developed extremely effective programs which helped employees to maintain a safe workplace environment. It was because employees did their part that Southboro was able to win the audit."

Dave explains that it was the dedication of the entire committee that made him even more aware of the importance of a strong site safety campaign. In place are programs ranging from training sessions pertaining to material handling and shop and office safety to increased communications on all safety related topics. Additionally, the Workplace Review Safety Sub-committee performs weekly on site inspections. This insures that all departments take full responsibility for maintaining their areas.

Dave notes that not one violation was found during the two and a half hour housekeeping phase of the audit. "Southboro responded to what needed to be done and Committee Chairperson Ken Lowry has done an excellent job in motivating the Safety Committee members as well as each employee in meeting the safety goals set within the facility." Ken adds, "Chairing the committee was a lot tougher job than I thought, but I was dedicated to the job and received strong support from everyone. As we continue our work the challenge will be in staying on top so we can win again during the next audit."



Safety Committee Chairman Ken Lowry (right) discusses highlights of the Southboro Site Safety Audit during a recent luncheon.

Cost Reduction Program Has Three Time Winner

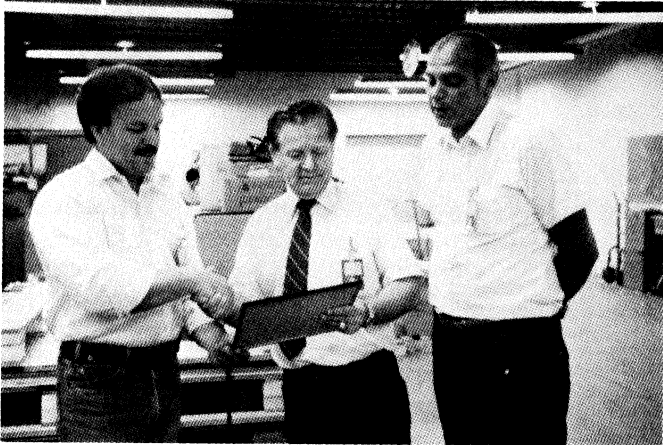
Bob DeJordy supervisor of Stockroom 3 in Southboro has once again made a winning suggestion to the SIO (Systems Integration Operation) Cost Reduction Program. An eleven year Data General employee, Bob has twice before submitted ideas which have won him Cost Reduction Awards.

The most recent of Bob's suggestions involved the "recycling" of boxes used to transport battery kits from the Stockroom to the Assembly and Test areas. These boxes were used just once and then discarded at the point of delivery. Bob's idea was to route these boxes back to the Stockroom so they could be used again.

Joyce Barrus of SIO Industrial Engineering and Cost Reduction program coordinator investigated the suggestion. During her study, she found that in addition to the money savings, more time was saved by recycling the boxes than by employees having to assemble new ones.

Bob's idea has now been implemented and the boxes are being "recycled." Each box may be used up to six times before being discarded.

Marty Glebus Southboro Materials manager and Stan Skarbek Materials section manager were on hand to present Bob with a Cost Reduction Certificate. They both agree that this third award demonstrates Bob's active role in adding to the productivity of the company. Marty states, "When employees take the time to think about work related issues and then provide solutions for them, it contributes a great deal to their departments. Employee suggestions like Bob's are extremely rewarding and they help Data General meet set objectives."



Three time Cost Reduction Award winner Bob DeJordy (left) recently received congratulations for his achievement from Stan Skarbek (center) and Marty Glebus.

Milford

Field Engineering Honors "Employees Of The Quarter"

Twenty-six Field Engineering employees have been recognized as "Employees of the Quarter" for quarter three of fiscal 1983.

The employees were chosen for performance that goes beyond their normal responsibilities and has a noticeable impact on their departments and the division.

"Employees of the Quarter" from Milford are:

Judy Newcomb
Susan Bonenfant
Charles Noyes
Jill Kagno
Dorothy Vancavage
Christopher Maietta
Constance Johns
Stephen Weir
Michael Gallo, Jr.
Maureen Sullivan
Carol Balboni
Leon Bardasz

Helene Lincoln
Lee Miller
Michael Morgan
Timothy Murphy
Robert Nordstrom
James O'Day
Edward Preczewski
Pullanimannil Raju
Karen Sweeney
Suzanne Cadrin
Charles Paszkewicz

From Westboro: Douglas Eisenhauer. From Woodstock: Roger Zollin. From Colorado Springs: John Lane.

ARM Engineer Douglas Eisenhauer and Instructor Constance Johns each won the "Employee of the Quarter" cash award.

Doug was recognized for his efforts in analyzing the ECLIPSE MV / 4000 computer's initial field performance data, as well as his special project analysis in support of a large customer proposal.

Connie was recognized for working extensively with the Headquarters Operations group to conduct training for the Service Office Center (SOC) in Areas 1 and 4, and training field managers in those areas to utilize the services of their SOC.



Doug Eisenhauer (left) receives his grand prize and congratulations from Fred Cochrane, Field Engineering Services vice president.



Tony Nicoletti, Field Engineering Support Services vice president (left) congratulates Connie Johns on winning the "Employee of the Quarter" grand prize.

People

John Ward has been promoted to Personnel program manager in charge of the Field Engineering Resource Center, Career Opportunities program and other related programs. John reports to Tim Morrison, Personnel manager of North American Field Engineering.

John has been with Data General since February 1979, beginning as a Personnel representative in Southboro before moving to senior Personnel representative in Milford. Prior to that, he was employed by the First Security Services in Boston.

John has a BA in political science and economics from Salem State College and has done post graduate work at Northeastern University in personnel management and business administration.

Bank Branch To Open At Milford

The Home National Bank of Milford is scheduled to open a branch office in the rear of the cafeteria at Data General-Milford in early October.

The branch office will be a full-service bank available to all employees, with hours established to accommodate first- and second-shift employees.

Information on bank services and hours will be available from Personnel and Payroll in the future, and bank representatives will be on hand in advance of the branch office's opening.

Benefits

New Employees Watch Your Mailbox

Descriptive material for the Data General Savings and Investment Program will be mailed to the home of those employees who will be eligible to participate in the Program for the first time as of October 1, 1983. To be eligible, you must have completed 90 days of employment with Data General before October 1.

You should receive the descriptive material the week of August 22. Read the information carefully. The Data General Savings and Investment Program provides a unique opportunity for you to prepare for your future financial needs, such as retirement, purchase of a home or the education of your children.

The Data General Savings and Investment Program allows you to save a portion of your pay (up to 10 percent), and lets you do it in *before-tax dollars*.

It's like an Individual Retirement Account (IRA), but more attractive. Read the descriptive material to learn about the investment options -- Guaranteed Income Fund, Balanced Fund and Equity Fund -- and the loan and withdrawal provisions.

An additional feature of the Program is the Data General contribution. Each year, Data General will make a contribution of Data General stock to eligible employees. Eligible employees are those with at least six months of service and actively employed by the company on December 31 of each year.

The Guaranteed Income Fund will pay an effective annual rate of 12.5 percent until the end of 1983. The interest rate for 1984 will be announced before January 1. If you have questions concerning the Balanced or Equity Funds, call The Putnam Management Company at 1-800-343-0909. All other questions may be directed to your Personnel representative or the Corporate Benefits department, Westboro extension 4524 or 4562.

All newly eligible employees *must* complete the enrollment form even if they decide not to participate at this time. You must fill out the beneficiary section of the form for purposes of the Data General contribution to the Program. All enrollment forms should be returned to the Corporate Benefits department (D138) no later than September 16.

Savings & Investment Program Quarterly Changes Due

September 16 is an important date for those employees actively participating or eligible to participate in the Data General Savings and Investment Program. September 16 is the deadline for submitting all new enrollments and changes to the Benefits section of the Personnel department.

To be eligible to participate, you must have completed 90 days of employment with Data General by October 1.

By completing the Savings and Investment Program enrollment form, you can:

1. Elect to save a portion of your pay, if you are not already doing so; or
2. Change the percentage of your pay you wish to set aside each pay period commencing October 1; or
3. Change the investment elections for future savings deductions. You may elect to have earnings saved on and after October 1 directed to the Balanced Fund, Equity Fund or Guaranteed Income Fund -- or a combination of these funds.

All earnings you elect to set aside each pay period are on a pre-tax basis -- one of the many advantages of this Program. If you are not now saving a portion of your earnings (up to 10 percent) or fail to submit an enrollment form by September 16, you will be

able to enroll at the beginning of the next calendar quarter (January 1).

If you have any questions or need an enrollment form, contact your Personnel representative or the Corporate Benefits department, Westboro, extension 4524. If you have questions about the Balanced or Equity Fund investment options, call The Putnam Management Company at 1-800-343-0909.

DIGEST

In The Philippines Mila Rivera has been promoted to manager of MIS reporting to Plant Manager Jake Saady. Mila came to Data General in 1982 as a systems analyst. A graduate of the University of the Philippines, Mila holds a bachelor's degree in mathematics. ***Reach Manhattan Beach By Quip*** Data General's Manhattan Beach facility now has a Quip 1200 FAX machine located in the Sales area. The Quip can be accessed by dialing (213) 973-0401, extension 6205.

Activities

Two Chances Left --

Riverside Outing Around The Corner; Crotched Mountain Closes Outing Season

- Riverside Amusement Park; Saturday, September 10. Come ride on the fastest and highest roller coaster in the country! The food is great and the park is clean and exciting. Free admission to the auto races in the evening is part of a day full of fun. The park will open at 9 a.m. for attendees to exclusively enjoy the rides before it opens to the general public at noon. After noon, Data General employees will continue to have exclusive use of 'The Grove' throughout the day. Outing chairpersons: Jacqui Risolo (x2206 in Milford) or Evie Dumas (x5562 in Westboro).
- Crotched Mountain; Saturday, September 24. Visit New Hampshire during fall foliage season. Enjoy hot tubs in the crisp air or swim if the weather permits. There will be bingo and square dancing and a DJ throughout the day for those who like to try a little of everything. Or how about a hayride or an hour-long ride to the top of the mountain? Don't miss out, contact outing chairperson Evie Dumas (x5562 in Westboro) for ticket information.

NOTE: Transportation is available. Contact Mike Grniet in Southboro for bus reservations. The cost is \$7.50 per person.

How To Get Outing Tickets

Outing ticket order forms are available at Personnel offices, cafeterias and Activities Committee literature racks at all locations. Complete them, include payment and a home-addressed stamped envelope and send them to MS F036 in Westboro. If there are less than five working days before the outing, tickets will be picked up at the gate.

How To Change Outing Tickets

If for some reason you find it necessary to request a change from one outing to another, please follow this simple procedure: fill out a new order form and mark it CHANGE ORDER, enclose your present outing tickets and return the form to the address on the order form. Your returned tickets will serve as payment.

Change orders must be received by the Wednesday preceding the outing.

Come On Along!

Kennebec Whitewater Rafting, September 9-11

Additional rafts are now available. The weekend trip includes transportation, accommodations (2/room), breakfast, lunch, lobsterbake and brunch. Cost: \$152 per person. Send to Karen Crandell, MS 5-58 in Southboro. Make checks payable to Target Sports Tours. If additional information is needed, contact Debbie Hixon (x5003) in Westboro.

Red Sox vs Yankees, September 21

Evening game. Cost: \$5 per ticket. Seats are located in the left field reserved grandstand (Section 32). Send request for tickets plus payment (Data General Activities Committee) to SOX: MS D127 in Westboro. Include a home-addressed, stamped envelope for direct home mailing. Telephone requests will not be honored.

NOTE: Transportation is available. Contact Mike Grniet in Southboro for bus reservations. The cost is \$5.50 per person.

Helsinki, Finland, November 23-28

Tour price is \$699 double occupancy (\$72 single supplement). Includes jet transportation, transfers, accommodations at the Presidentti Hotel, breakfast each morning, sightseeing tour, portage, taxes and gratuities. Also a tour director will be available to assist you throughout your trip. For more information send a return-addressed envelope (internal mail stop preferred) to: HELSINKI, MS D127.

Fall Bowling Season To Begin

Candlepin

The Data General Candlepin season is scheduled to begin on Wednesday, September 7 at the Town and Country Lanes in Shrewsbury. Game time is from 5:30 p.m. to 7:30 p.m. For more information contact Joanne Houle at extension 4094 or Madeline An-

drews at extension 5269. Full and part-time bowlers are welcome.

Tenpin (7 p.m.)

The Data General Tenpin league, which meets from 7 p.m. to 9 p.m., also is scheduled to begin on Wednesday, September 7 at the Town and Country Lanes in Shrewsbury. For more information contact Debbie Huber at extension 8643 (MS 1-D) or Tom McGovern at extension 5083 (MS C221).

Tenpin (4:45 p.m.)

The Data General Tenpin league, which meets from 4:45 p.m. to 7 p.m., will begin its season on Wednesday, August 31 at the Town and Country Lanes in Shrewsbury. Employees interested in bowling should send their full name, extension, location and mail stop to Jo Dudek, MS E111 in Westboro. Note whether you are interested in being a regular or substitute member. Any four employees wishing to play together on a team should submit the necessary information on the same sheet of paper highlighting that they are a team. Each team also is allowed to submit the name of ONE alternate player to fill in during the season. If you have any questions, you can call Jo at extension 3069 or Tim Daly at extension 7157 in Southboro.

Chess Action Wrap-up



The Data General Chess Club's recent completion of its yearly tournament has awarded Stuart Schulman (center) and Vitaly Goldin (left) with first and second prize, respectively. Presenting the awards was club president Charlie Bures. Twenty employees from Westboro and Southboro participated in the five-game event. Third place was shared by John Burroughs, Tom Maziarz and Mike Roman.

Ski Enthusiasts

If you are interested in what's up with the Data General Ski Club send your name, mail stop and location to: Ski Club, MS C223, in return a calendar of events will be sent to you. Suggestions are welcome too!

Softball Roundup

As the season winds down, the Data General Softball League reports the following standings:
Competitive League

Division A	Won	Lost
Maintenance	13	3
Engineering	13	3
Building 5	11	5
Special Systems	9	7
T.N.T.	8	8
S.I.D.	5	11
Programming	5	11
Intergrated Systems	1	15
Division B		
N.A.F.E.	14	2
Field Circus	11	5
Stockroom 9	9	5
Log Admin	9	7
*Dawgs	7	8
*F.E. Express	6	9
Facts & Figures	3	11
F.E.M.I.S.	1	15

Recreational League

Division A	Won	Lost
Software	13	3
DS & C	11	5
Diag. Eng.	7	9
M.S.E.	6	10
M.I.S.C.	6	10
Division B		
Sales & Systems	13	3
Marketing	11	5
S.I.E.	7	9
N.T.S.	2	14
Customer Training	2	14

Fun League

	Won	Lost
*F.E.S.S.	11	4
*W.C.I.F.	10	5
*Field Service	9	6
*Eclipse Eng.	9	6
*Software II	4	11
*Foul Ball	2	13

* = 1 game remains

New England Competitors



Employees from Data General-Westboro participated in a 'Super-Teams Competition' taking the Sportsman trophy which is awarded to the team with the 'true spirit of competitiveness.' Team members, also cohorts on the Data General WCIF softball team, competed in events such as canoeing, shot put, volleyball, horse shoes, tug-of-war, pie eating and relay racing. Participants in the two-day event were: (left to right, sitting) Dick Havey, Ken Warner, Jay Wyman; (standing) Dennis Bishop, Mark Daily, Frank Rutigliano, Cal Farrell, Bill Fleming, and Scott Hinkley. Missing: Tim Ohern and Roger Dolan, and substituting were Jamie Farrell and Sharon Sheehan.

Milestones

The following Data General employees have recently reached their five or 10 year service anniversaries:

Westboro

Five Years

Kenneth Miner
Ronald Lucier
Thomas McDonald
Robert Donahue
Philip Schwartz
Joseph Moravek
Richard Markert
Gordon Nichols
Joseph Del Rio

Steven Warren
J. William Wright III
Sharron Vottiero
Robert Beauchamp
Ulrich Goerke
Gayle Holland
Lynette Fleming
Celeste Cavanaugh

Ten Years

Robert Shroyer
Jacob Frank
Ray Thompson
David Ridlon
Rita Fassett
Francis Elms

Francis Gallagher
Herbert Fox
Rae Lynn Warren
Pauline Deignan
Paul Bovaird

Southboro

Five Years

Donald Marean
Paul Witcher

Helene Lansberg

Ten Years

Stephen Morse
Nirmala Amin

David Fagnant
Jeanne Figueira

Milford

Five Years

Galen Nichols
Ronald Sironen
Phillip McKenna

Scott Cameron
Kenneth Bissett
Jeffrey Bonina

Wellesley

Five Years

Matthew Stevens

Cambridge

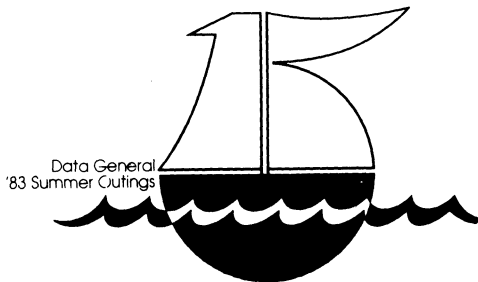
Five Years

Nancy Johnson

Francis Gray

Discount Movie Tickets

Discount movie passes are available to Sack Theatres, General Cinemas and Showcase Theatres. Each pass costs \$2.50 and may be picked up from Lori Clancy (x6630) in Westboro, Beth Peduto (x2019) in Milford and Jeri Goulet (x7400) in Southboro.



Riverside

September 10

How To Save It

When office space becomes limited, records, files, magnetic tapes, discs and other material containing important information can be sent to a central location for storage. These archives, stored at Instar Corporation of Malden, Mass., can be placed and retrieved whenever needed, freeing departments to store more current records.

When material is to be stored or retrieved from Instar, a Records Control form must be completed and returned to Records Coordinator Josephine Laptewicz of Accounting in Westboro (x5695, MS-E236). According to Josephine, the six-part form should be filled out correctly to ensure the material put away is properly stored.

"One copy of the form, which MUST be typed, is attached to the box containing the material to be stored," says Josephine. "The second copy is kept on file by the department, while copies three through six are to be placed inside the box."

When filling out the form, make sure to place your department's cost center number in the space next to "Add. Ident.," section number 3 on the form. Spaces 4 and 5 can be left blank. "The most important part of the form is section 6, "R.S. No.," explains Josephine. "In this space goes the code to let departments know what is in the box and how long that box is to be stored. These code numbers are supplied by Accounting when the forms are filled out. Departments also should take care to list on the form the contents of each box so the proper material is received whenever it needs to be retrieved."

The "Record Year," segment 7, lists the year the documents being stored were produced. The "Retention Period In Years," section 8, tells Instar how long material is to be kept. "Whenever a disposal date is reached (section 10)," explains Josephine, "Instar will contact me and the respective department to make sure the material can indeed be disposed. It is a safeguard that ensures we are not tossing away needed material." Josephine adds that nothing will be stored unless the department manager or supervisor's name appears in section 11.

INSTAR 1

NOTE →

USE TYPEWRITER
PLACE LABEL ON CARTON
RETAIN AND COPY
PLACE ALL OTHER COPIES (INTACT) IN CARTON

DO NOT SNAP APART

instar

BAY

SHELF

BOX NO. **156185**

COMPANY NAME 1

DIV./DEPT. 2

ADD. IDENT. 3

PROJECT NUMBER 4

CONTRACT NUMBER 5

R. S. NO. 6

RECORD YEAR 7

RETENTION PERIOD IN YEARS 8

+ 9 =

DISPOSAL DATE 10

DESCRIPTION OF RECORDS

1

RESPONSIBLE SUPERVISOR 11

TEL. EXT. 12

RECORDS COORDINATOR 13

DATE 14

INSTAR USE ONLY

(REVERSE SIDE IS GUMMED)
CARTON LABEL

The Records Control Form

CARPOOL

Carpool, to join or form, Derry NH/Salem area to Westboro, 8:30-5:00, flex, Charlie x8712.

Vanpool Driver, from Boston/Brookline/Newton area to Webo, free commute, Craig x6942.

Ride Needed, Worcester (Bowdoin St.) to Webo, 8:30-5:00, flex, Andrew x3251.

Carpool, to form or join, Merrimack/Nashua NH area to Webo, 8:30-5:00, flex, Doug x3487.

MARKETPLACE

Free

Labrador Pups, 21 Endicott Dr., 366-1918 (Westboro).

Kittens, tigers + blk. & wh., 8 wks. old, 568-1577 (Berlin).

For Rent

Townhouse, condo, Grafton, 2 bdr, kit. appl, garage, basement, deck, \$650 + util, avail. September, 485-2640 (Marlboro).

Furnished Room, incl ht/hw, elec, kitchen privileges, washer & dryer, parking, \$75/wk, 393-6754 (Northboro).

Condo, Northgate Gardens in Waltham, 2 bdr, quiet, convient to Rt. 128 & Rt. 2, heat incl, \$625, 893-7544 (Waltham).

Apt., 1 bdr, pool, tennis, avail. 9/1, \$369 + elec, 842-3037 (Shrewsbury).

Duplex, 7 rms, security required, no pets, 234-5539 (Whitinsville).

Condo, S.Nashua, NH, 1 bdr, pool, W/W, HT/HW, A/C, incl. util, \$525/mo, 875-8249 (Framingham) before 8AM.

Condo, Hyannis, slps. 4, 9/17 - 9/24, 481-7970 (Marlboro).

Apt, 1 bdr. in newly renovated Victorian, \$350 h/hw incl., avail. 9/1, 755-1884 (Worcester).

Wanted

Apt, 1 bdr, in Webo area, need by 9/1, 839-3514 (Grafton).

Roommate, to share apt. in Webo/Shrewsbury area by 9/1, 478-4032 (Milford).

Snow Blower, 2 stage, 7 HP or better, Ariens, Toro or Jacobsen, 568-1692 (Hudson).

Roommate, 20-30 yrs. old to share 2 bdr. apt. in Marlboro, avail. 9/1, \$160 + 1/2 util, 881-3112 (Framingham) aft. 8PM.

Roommate, Framingham, 2 bdr, pool, clubhouse, \$275 + 1/2 util, 875-8249 (Framingham) before 8AM.

Room or Roommates, Newton/Brighton area, will pay \$250/mo, 734-8075 (Brighton).

For Sale

Rims, 2 Ford 15 in. rims, \$10 ea. or \$15 for both; two 14 in. Keystone mags, 473-1539 (Upton).

Items, 2 FR 78-15 snow tires; 9 ft. sofa; fireplace equip, 839-3514 (Grafton).

Pentax K1000 Camera, w/flash, \$75, 852-3358 (Worcester).

Tires , 4 Keystone Classics, 3 mo. old, 15 in, uni-lug fits all cars, \$200, 852-3358 (Worcester).

Casita Screen House , 12x12, brand new, '00, 568-1692 (Hudson).

House , 4 bdr, rec. room, office wing, in business zone, Weymouth, 473-3659 (Milford).

Items , hamster cage w/acces, \$8; humidifier, lg. capacity, \$40; Columbia 300 bowling ball, 14 lbs. (not drilled), \$20; 4 tire rims, 2 13in. x 15in, \$7 ea, 865-6906 (Millbury).

Garden Way Cart , model 26, new, \$150/BO, 853-3596 (Worcester).

'74 Jawa Moped , good mileage, under 1200 mi, 842-3037 (Shrewsbury).

Parrot , Mexican red headed, tame, talks, w/lg. cage, 393-8334 (Northboro).

Realistic Car Stereo , 12 watts per channel, cassette deck, AM/FM radio, digital clock, \$150/BO, 278-5758 (Uxbridge).

Items , T/S 1000 computer, \$30; 16K RAM, \$35; T/S 1040 printer, \$75, 366-8585 (Westboro).

Omni Magazines , 1978 - present, single issue, \$1, full year \$10, 753-2104 (Worcester).

Items , Hoover sm. apart/camper size portable washer, \$25; GE humidifier, \$25, 366-4247 or 366-5888 (Westboro).

Kenmore Sewing Machine , manual, orig. access, \$50, 529-6509 (Upton).

Items , Hot Point dish washer, needs work, \$35/BO; turn table, \$25, 393-2490 (Northboro).

Sit Down Lawnmower , \$300, 429-7442 (Holliston).

Hotpoint Refrigerator , white, 16 cu. ft, \$225/BO, 527-0160 (Newton) before 10PM.

Items , B&H electronics & home entertainment course, 12 volumes, \$125; Sears alum. charcoal grille, \$35; Sears fold-a-way ping pong table, \$35; Sears radial arm saw, 10 in. w/dado, chuck, stand & blades, \$300, 435-5603 (Hopkinton).

Items , children's bikes; games for ages 5-15; refrigerator; moving, must sell, 842-6179 (Shrewsbury).

Waterbed , queen size; 4 piece bedroom set, 529-4407 (Upton).

Tractor , Economy Power King, new clutch, rebuilt engine, attachments, \$2500, 883-8603 (Millville).

Items , king size motionless waterbed, \$400; Pioneer SX-780 50 watts, \$200, 366-9295 (Westboro).

Violin , German made, bow & case, \$100, 881-2583 (Ashland).

Items , Merry Tiller, 4.6 hp.; fireplace green; alum. storm door; house doors; sliding closet doors; window w/storm window; picture window w/side windows, 485-2919 (Marlboro).

Tires , and rims for VW Rabbit, steel belted radials, \$40/BO, (413) 783-3854 (Springfield).

Gold Sofa , and gold wing back chair, \$175/set, 478-4316 (Hopedale).

'77 Guild Starfire , hollow body elec, \$325; Music Man 210 amp, 135/65 watts, \$450, both \$600, 852-6667 (Worcester).

Autos

'55 Mercury Montclare , exterior needs minor work, \$2000/BO, 852-6667 (Worcester).

'64 Ford , 2 dr, 289 engine, no trans, \$450/BO, 757-3886 (Worcester).

'71 Chevy Nova , auto, P/S, running condition, \$500, 393-2490 (Northboro).

'72 Galaxie 500 , \$450/BO, 533-7840 (Medway).

'73 Dodge Dart , slant 6, 2 dr, \$1200/BO, 734-6912 (Brookline).

'73 Plymouth Duster , 83K mi, P/S, A/C, auto, \$300, 879-6277 (Framingham).

'73 Chevy Pick-up Truck , 3/4T, new water & fuel pump, recently tuned, \$1275, 473-1539 (Upton).

'73 VW Camper , engine runs, body needs work, \$2000, 881-1479 (Ashland).

'74 Chevy Impala , wagon, needs exhaust, B/O, 485-4292 (Marlboro).

'74 Mustang , auto, recent inspection, one owner, \$500, 366-1653 (Westboro).

'76 TL125 Honda Trials , dirt bike, many new parts, \$350, ask for Sean, 473-3161 (Milford).

'76 Honda Civic , 4 spd, new muffler & pipe, \$1200, 478-6358 (Milford).

'77 Camaro , 6 cyl, rally wheels w/ stripe, AM radio, P/B, tinted glass, \$4000, 366-4399 (Westboro).

'77 Camaro , w/Z28 options, 4 spd, 1 owner, extras, \$3200, 756-9208 (Worcester).

'77 Ford T-Bird , Landau, A/C, P/S, P/B, motor needs work, \$2500/BO, 852-3358 (Worcester).

'78 Mustang Hatchback , 4 cyl, standard, 45,000 mi, \$2800/BO, 966-2288 (Bellingham).

'78 Sunbird , 4 cyl, 4 spd, new brakes, tires shocks & exhaust, 60K mi, \$3000, 366-8426 (Westboro).

'78 Suzuki GS1000 , oil cooler, hi-output coils, air shocks, \$1500, 885-4260 (Spencer).

'78 Monte Carlo , A/C, P/S, P/B, AM/FM stereo/cassette, rw def, \$3900, 852-6667 (Worcester).

'78 Plymouth Horizon , 4 dr. hatch, FWD, auto, P/S, 2 new radials, \$2600/BO, 478-4316 (Hopedale).

'78 Oldsmobile Omega , low mileage, \$3250, 469-9180 (Brookline).

'79 MG Midget , 20K mi, recently painted, \$4000/BO, 839-3190 (Grafton).

'79 Suzuki TS185 , new gas shocks, \$650, 473-3770 (Milford).

'79 Kawasaki KZ 400 , 7K mi, new battery, \$900/BO, 393-2065 (Northboro).

'79 Monte Carlo , auto, P/S, P/B, AM/FM radio, RW def, 2 dr, \$3900, 966-1862 (Bellingham).

'79 Honda Civic , hatch, 4 spd, 49K mi, new muffler, \$3000, 473-7352 (Milford).

'80 Honda CX500 Custom , shaft drive, water cooled, alarm, extras, 6000 mi, \$1500, 875-4148 (Framingham).

'80 Yamaha SR 2506-R , 1100 mi, \$800, 485-4292 (Marlboro).

'80 Honda 750K , low mileage, black w/backrest & cover, \$2000, 366-5508 (Westboro).

'80 Honda CX500 Deluxe , shaft-drive, water cooled, rack, 9K mi, \$1400, 756-6737 (Worcester).

'80 Datsun 280ZX , special anniv. model, GL pkg. w/t-top, loaded, \$9800, 383-9570 (Cohasset).

'80 Chevette , 2-dr, hatchback, \$3000, 444-5396 or 366-0211 (Westboro).

'81 Honda CB 750K , 6800 mi, luggage rack, backrest, helmets, \$1700/BO, 234-3966 (Whitinsville).

'81 Kawasaki 440 LTD , \$800, 798-0185 (Worcester).

'82 Citation X-11 , many extras, 885-4260 (Spencer).

'82 Honda , V45 - 750cc, 4K mi, \$2700/BO, 533-2466 (Medway).

'83 Mazda RX7 , 5 spd, A/C, cruise, P/W, AM/FM cassette, silver/red interior, 845-6648 (Shrewsbury).

'83 Honda 650cc Nighthawk , 2000 mi, engine guard & rack, B/O, 366-6233 (Westboro).

MENU

Westboro Cafeteria , Monday, Sweet & Sour Meatballs; Tuesday, Make-Your-Own-Sub; Wednesday, Chicken Cacciatore; Thursday, Build-A-Burger; and Friday, Fish.

DeeGee's , Monday, Spanish Omelet; Tuesday, Broc. & Cheddar Quiche; Wednesday, Chicken Divan Crepe; Thursday, Monte Christo; Friday, Seafood Omelet.

Milford , Monday, Italian Special; Tuesday, Salisbury Steak; Wednesday, Build-A-Burger; Thursday, Pizza; Friday, Fried Fish.

Southboro , Monday, Stuffed Shells; Tuesday, Swedish Meatballs; Wednesday, Chicken Cutlet; Thursday, Knockwurst & Sauerkraut; Friday, Clam Strips.

1984 FISCAL CALENDAR

FIRST QUARTER								
	SUN	MON	TUE	WED	THU	FRI	SAT	WK
PERIOD 1	25	26	27	28	29	30		
	OCTOBER							
								1
								1
PERIOD 2	2	3	4	5	6	7	8	2
	9	10	11	12	13	14	15	3
	16	17	18	19	20	21	22	4
	23	24	25	26	27	28	29	5
PERIOD 3	30	31						
	NOVEMBER							
								1
								6
PERIOD 4	6	7	8	9	10	11	12	7
	13	14	15	16	17	18	19	8
	20	21	22	23	24	25	26	9
	27	28	29	30				
PERIOD 5	DECEMBER							
								1
								10
	4	5	6	7	8	9	10	11
PERIOD 6	11	12	13	14	15	16	17	12

SECOND QUARTER								
PERIOD 4	18	19	20	21	22	23	24	13
	25	26	27	28	29	30	31	14
	JANUARY							
	1	2	3	4	5	6	7	15
PERIOD 5	8	9	10	11	12	13	14	16
	15	16	17	18	19	20	21	17
	22	23	24	25	26	27	28	18
	29	30	31					
PERIOD 6	FEBRUARY							
								1
								19
	5	6	7	8	9	10	11	20
PERIOD 7	12	13	14	15	16	17	18	21
	19	20	21	22	23	24	25	22
	26	27	28	29				
	MARCH							
PERIOD 8								1
								23
	4	5	6	7	8	9	10	24

THIRD QUARTER								
	SUN	MON	TUE	WED	THU	FRI	SAT	WK
PERIOD 7	11	12	13	14	15	16	17	25
	18	19	20	21	22	23	24	26
	25	26	27	28	29	30	31	27
	APRIL							
PERIOD 8	1	2	3	4	5	6	7	28
	8	9	10	11	12	13	14	29
	15	16	17	18	19	20	21	30
	22	23	24	25	26	27	28	31
PERIOD 9	29	30						
	MAY							
								1
								32
PERIOD 10	6	7	8	9	10	11	12	33
	13	14	15	16	17	18	19	34
	20	21	22	23	24	25	26	35
	27	28	29	30	31			
PERIOD 11	JUNE							
								1
								2
								36

FOURTH QUARTER								
PERIOD 10	3	4	5	6	7	8	9	37
	10	11	12	13	14	15	16	38
	17	18	19	20	21	22	23	39
	24	25	26	27	28	29	30	40
PERIOD 11	JULY							
	1	2	3	4	5	6	7	41
	8	9	10	11	12	13	14	42
	15	16	17	18	19	20	21	43
PERIOD 12	22	23	24	25	26	27	28	44
	29	30	31					
	AUGUST							
								1
PERIOD 13								45
	5	6	7	8	9	10	11	46
	12	13	14	15	16	17	18	47
	19	20	21	22	23	24	25	48
PERIOD 14	26	27	28	29	30	31		
	SEPTEMBER							
								1
								49
PERIOD 15	2	3	4	5	6	7	8	50
	9	10	11	12	13	14	15	51
	16	17	18	19	20	21	22	52