

## Claims Resolution Management Corporation

### Asbestos Claims Research Facility

#### Information Packet

Operating Hours: Monday through Friday, 9 a.m. to 5 p.m. (Mountain Time)

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**For an inquiry related to Claims please call the CRMC Help Line at (800) 536-2722**

**Please note that a standard request for records from the ACRF does not require a subpoena**

The Asbestos Claims Research Facility (ACRF) is operated by the Claims Resolution Management Corporation (CRMC) to make available for research a large collection of historic Johns Manville Corporation (JM) documents relating to asbestos. The collection is available to beneficiaries of the Manville Personal Injury Settlement Trust (Manville Trust) and others who are interested in asbestos claims, litigation, and history. The ACRF maintains a collection of more than 31,000 boxes, 7,200 rolls of microfilm, and 5,000 subject-related and witness files. Since 1988, counsel for Plaintiff and Co-Defendant Manville Trust Beneficiaries have found the collection a valuable source of asbestos industry documents. With the help of indices, databases, and more than three decades of experience, the ACRF provides documents related to key issues in asbestos litigation, including fiber sales, product identification and specifications, and industry knowledge of risk. This information packet can **also** be found online at the web address: <https://www.claimsres.com/documents/manville/> and select Asbestos Claims Research Facility (ACRF)

**NOTE:** The ACRF collections do not represent all JM asbestos records that ever existed. Please be informed that since there are many sources of documents in the collection, a request for all records regarding a particular topic may include thousands of boxes and files. The ACRF provides documents from its collection upon request but it does not review or analyze documents for its users. While ACRF can assist users by identifying boxes of documents that are likely to contain the type of information they seek, users must request copies of documents from the ACRF and review the documents themselves to determine their contents. The ACRF charges fees for responding to research requests and for providing digital copies of documents from the collection. **ALL REQUESTS FOR RECORDS ARE HANDLED ON A FIRST COME FIRST SERVE BASIS.**

All records will be provided to requesters in electronic format. The ACRF no longer maintains a facility for in-person review of documents.

The process for documents requests is as follows:

- a. Please submit a records request to the ACRF via email at [acrfreports@claimsres.com](mailto:acrfreports@claimsres.com). If possible, please be as specific as you can, as to company name(s), location(s), time frame and type of products and/or other specific parameters. Also, please feel free to use the terminology on pages 3-6, (e.g., pipe products, IPD, fiber, Plant location, etc.).
- b. You will then be provided with the ACRF Information Packet for your review, samples of the types of documents available to you, an excel box spreadsheet from the databases, file indices and microfilm word document options to choose from.

- c. Upon your reply and receipt of the signed ACRF Information Packet, a research estimate invoice will then be provided for your approval. The process of preparing the requested documents begins after receiving an approval for the estimate invoice.
- d. When the project is completed, an email notification will be sent to you. Payment for the approved invoice must be made by using the following web link:

<https://www.payerexpress.com/ebp/CRMC/>

In order to submit payment please use the specific invoice number that was provided to you. You may also visit the Help section of the web link above for assistance on how to make a payment.

The requested documents will be released and made available to you through a secure electronic transmission service after the payment is made.

### ***NATURE AND SIZE OF THE COLLECTIONS***

The collections are broken into the following main sources: ACRF Files, Box Collections, 2 categories of boxes which are i) TAX sales invoice boxes, and ii) sales & non-sales boxes. The Tax sales invoice boxes are separated by state and cover the years of 1967-1971. Sales & non-sales boxes are found in the box databases. Please note that you may order single or multiple files, boxes, or microfilm rolls.

- 1) ACRF File Indices; Subject, Product, Witness and Medical-all indices available to order from, and are available upon request. The file group also includes sets of notebooks,
  - a. Sales summaries by year, for Raw Asbestos Fiber (1950 to 1983),
  - b. Year-End sales summaries for finished products, mostly Pipe along with other divisions, excluding raw fiber sales (1972 to 1982), and a customer listing for 1981.
  - c. The customer listing identifies only company names, not what they purchased, that were customers in 1981. It does not reflect all customers for all years.
- 2) Box collections;
  - a. The Tax sales invoice boxes are separated by state and cover the years 1967-1971. Please note that these documents do not include any tax returns, but only sales invoices.
  - b. Boxes ordered by client via Excel spreadsheets are created from the box databases. Excel spreadsheets to have on hand to order from are available upon request.
- 3) Microfilm rolls/INQUIRE (the term INQUIRE only relates to the microfilm group) databases; and a collection of Films from JM's A/V department. Please note that search results from the INQUIRE database can only be downloaded in WORD format.

The following is a detailed description of each collection:

#### **1) ACRF File Indices**

These files were created by JM and later added to by counsel for the Manville Trust. They were gathered from various sources, including the box collections described below, from discovery in

asbestos litigation, and from JM's litigation with the U.S. government, insurers, and co-defendants. They include “everything you want to know about asbestos.” They are divided into four general groups:

Subject files	2,197 files
Witness files	3,312 files
Product/Specification files	526 files
Medical files	5,492 files

Subject files are topical in nature and include information gathered on a company, association, plant, topic, etc. Witness files are generally depositions or interview summaries of former JM employees or other players in asbestos litigation. Product files include product brochures and manufacturing specifications. A medical article collection contains articles relating to asbestos health issues dating from 1899 through 1992. These files were not created to be all-inclusive. An index of these files may be provided upon request.

## 2) **Box Collections - The TAX Sales Invoice Boxes and Sales, Non-Sales Boxes from the database**

The level of indexing of the boxes varies, with some having significantly more detail than others. In all cases, the index identifies only the general contents of a box, not individual documents. Therefore, a search of available indices *may not* identify all boxes and/or documents responsive to a reviewer's requests.

Excel spreadsheets from the box database index will be provided upon request. Please note that the Sales and Non Sales boxes are the *only* box group sent in excel spreadsheet form. Also, the Tax boxes are ordered by state.

The 31,000 boxes are stored with Iron Mountain. When requested, per the client's request, the ACRF orders the specified boxes from Iron Mountain and has the requested material scanned and digitized for delivery to the requester. Costs related to the handling and digitization of the requested records are passed on to the requester.

### ***Box Reviews -- Sales Records***

The collection includes 12,643 boxes of sales records. JM sold its products through various product divisions. The sales boxes may be from one division only or, like the **TAX** sales invoice boxes may include records from several divisions which are by individual state, whereas the database boxes may be a single state or multiple states within a single box. Most of the sales invoices are for sales after 1960. When requesting an estimate for sales searches, you must specify the type of products, the years, and the state or states where the products were sold in which you are interested.

### **Tax Sales Invoice Boxes - sorted by all 50 states**

The tax invoices are a separate group of sales boxes that came from JM's Tax Department. The invoices have the same information as any typical invoice, showing companies sold to, shipped to, products sold, pricing, etc. They show sales from all divisions except asbestos fiber from Quebec but do show fiber sales from the Coalina mine in CA. Tax sales invoice boxes only cover the years 1968 to 1971. They are sorted by state, with a few sorted by individual groups, such as Pipe sales, or to one company (e.g., Frigidaire in Ohio). The collection also includes

eight international sales tax boxes.

**Below is a listing of products or type of sales box by each JM DIVISION.**

**Asbestos Fiber Division (AFD)**

JM mined only chrysotile asbestos fiber. The sales are from its mines in Canada and California, and include sales to USA, Canada and international locations. These boxes have been indexed by ship-to state locations.

**Building Products Division (BPD)**

Products include ACE (Asbestos Cement Extrusions) – Large building wall panels; Asbestobord; Asbestos Ebony; Colorlith, Colorceran; Fesco Board and Insulation; Flat Transite, Corrugated Transite, Transite Core Plates; Flexboard, Permatone; Roofing Cements;

Roofing products - commercial and residential; and Siding Shingles. These boxes have not been reviewed often so their indexing is minimal.

**Contract Units (CU)**

JM operated Contract Units which bid on and installed JM products on site. These CUs operated from the 1950s through at least 1987. The collection includes boxes from the contract units in Huntsville, AL; Denver, CO; Jacksonville, FL; Indianapolis, IN; Detroit, MI; Kansas City, MO; St. Louis, MO; Albany, NY; Pittsburgh, PA; Cincinnati, OH; Columbus, OH; Knoxville, TN; Dallas, TX; Houston, TX; San Antonio, TX; and Canada. CU records may also be found among the Tax sales invoice boxes invoices and accounting invoice boxes.

**Canadian Products Division (CPD)**

All products except fiber sold and manufactured in Canada fall into this group.

**Insulation Products Division (IPD)**

Products include: Aerospace products – Min-K, Thermoflex; Ceramic Fiber Products; Cloth and Textiles; Electrical Papers; Firebrick; Insulating Cements; Marinite Products; Millboard; Pipe Insulation – 85% Magnesia, Superex, Thermobestos. About one-third of these boxes have been indexed by ship-to state. Sales of Marinite products have all been indexed by ship-to state.

**International Division (INT)**

All products, except fiber, sold and manufactured in countries other than the U.S. and Canada fall into this group.

**Packing & Friction Materials Division (PFM)**

Products include: Brakes - Automobile, Truck and Machinery; Clipper Oil Seals; Gaskets; Rope Packing; Sealing Compounds; Sheet Packing; Thermo-Pac; Uneepac. About a quarter of these boxes have been indexed by ship-to state.

**Pipe Division (PIPE)**

Products include: Chemtite; Conduit and Duct; Irrigation Pipe; PVC Pipe; Pressure Pipe; Sewer Pipe; and Water Pipe. The majority of Pipe sales boxes have been indexed by ship-to state.

## **Sales Offices and Warehouses**

The ACRF has records from the following sales offices and warehouses: Dallas, TX warehouse; Englewood Cliffs, NJ sales offices; Houston, TX warehouse; Los Angeles, CA sales office and warehouse; Madison, WI warehouse; Pleasanton, CA sales office; Oak Brook, IL sales office; Montreal, PQ sales office, San Mateo, CA sales office, and Waterville, OH sales office.

## ***Box Reviews – Non-Sales Records-found in the box database***

The ACRF has records from the JM facilities and/or Plants that manufactured asbestos products. The records include, among other topics, manufacturing tallies, production records, safety notices and equipment, purchasing records, union agreements and negotiations, accounting records, engineering reports, and appropriations for fixing the plants and machinery. The plants include the following:

Asbestos, Quebec (asbestos mine and plant);  
Billerica, MA (IPD only);  
Denison, TX (Pipe only)  
Ft. Worth, TX (Roofing only);  
Green Cove Springs, FL (Pipe only);  
Hayward, CA (Flooring only);  
Laurinburg, NC (Cobra Brakes and Brakes only);  
Lompoc, CA (diatomaceous earth mine);  
Long Beach, CA (Pipe and IPD);  
Los Angeles, CA (Roofing only);  
Manville, NJ (most divisions);  
Marrero, LA (BPD and Pipe);  
Marshville, NC (Textiles only);  
Nashua, NH (Transite Board and other A/C board products);  
North Brunswick, NJ (Gaskets only);  
Pittsburg, CA (mostly Roofing);  
Savannah, GA (Roofing only);  
Stockton, CA (Pipe only);  
Tilton, NH (Electrical Papers only);  
Toronto, Ontario (Canadian Products only);  
Waukegan, IL (most divisions);  
Zelienople, PA (Firebrick only).

In addition to plants, the ACRF has records from the product divisions generally, and records from several departments, including:

Corporate Information Center;  
Corporate Relations;  
Executive;  
Health, Safety & Environment (HS&E)  
Labor Relations;  
Legal Department;  
Patent & Licensing;  
Research & Development (R&D);  
Workers' Compensation (W/C)

### 3) Microfilm/INQUIRE Databases

Searches will be downloaded from the INQUIRE database in **WORD** format.

ACRF's collection includes 7,252 microfilm reels. Of these, 2,691 reels are indexed by document and searchable in the INQUIRE system described below. The INQUIRE databases were begun by JM's legal department for litigation support in the early 1980s. The documents on the microfilm rolls are correspondence in nature and the three databases were not created to track sales information.

The INQUIRE system is composed of three separate databases:

- a. The AHDOC database was created to assist with asbestos litigation prior to JM's 1982 Bankruptcy filing. It contains 23,934 documents. These include the Sumner Simpson documents, JM General Headquarters documents dating from the 1930s and 1940s, documents used as exhibits in the litigation, and documents used in responding to discovery.
- b. The GOVDOC database, is composed of 91,168 documents gathered for the *JM v. USA* case. The records have been gathered from JM's records, U.S. government record centers and departments, including Bureau of Mines, Navy Bureau of Ships, Maritime Administration, Naval Shipyards, Secretary of the Navy, and the WWII War Production Board. Anecdotally, we have been told ACRF has the best collection of government knowledge and shipyard documents from WWII through the early 1980s gathered in one place.
- c. The INSDOC database is composed of 279,480 documents gathered from JM's litigation with its insurers. This database includes documents from the AH database, documents produced by JM relating to insurance coverage issues, health & safety knowledge documents, and association documents. Many of the documents from the INSDOC database, including all documents produced by parties other than JM, are protected by an order issued on March 30, 1983 by Judge Ira Brown of the Superior Court of the State of California, City and County of San Francisco, in *JMC v. Home Insurance*. If you wish to obtain the documents protected by the court order you will need to petition the court in California to grant you permission to review and utilize the protected documents.

In addition to microfilm documents found on the INQUIRE database, there are several categories of microfilm not indexed. These include: *Asbestos* magazine, Brief banks for litigation, JM Company Policy Bulletins (1929 to 1970), JM Plant Industrial Hygiene Records (through 1978), Patents & Licensing, Research & Development Department documents, "Vorwald" (part of Saranac Lake collection), Health, Safety & Environment Department documents, and 647 reels representing all documents produced by JM to the Justice Department for the *J-M v. USA* case.

## DOCUMENT REQUEST AGREEMENT AND RELEASE

By signing below, I certify that in return for document provision services provided by the Asbestos Claims Research Facility, I agree, on behalf of myself and my law firm or employer, to release the Asbestos Claims Research Facility, Claims Resolution Management Corporation (“CRMC”), CRMC’s parent, the Manville Personal Injury Settlement Trust, and the Manville Trustees (collectively “ACRF”), from all liability arising from or relating to those services and accept the following terms and conditions:

I acknowledge that I have had an opportunity to review this ACRF Information Packet, and that I understand it, and agree to follow its rules and procedures. I understand that the ACRF collections do not contain all JM asbestos records that ever existed, and that because the indexing of parts of the collections lack detail ACRF cannot be held responsible for locating every item in its holdings that might be responsive to my research.

I have reviewed the ACRF documents request procedure, and agree promptly to pay all charges included in ACRF’s final invoice. I understand that in the event I or my firm or employer fail to pay such charges, ACRF may withhold from me and anyone else in my firm or organization the requested document provision services until the charges are paid in full.

I understand that given the nature and age of the collections and the numerous sources of documents compiled, it is possible that certain documents may contain sensitive personal information such as name, date of birth, address, phone number, Social Security number, medical information, or other personal information. I understand that as ACRF has learned that records contain such personal information, ACRF has worked to redact that information. I acknowledge that if I find unredacted personal information in the documents I review, I will delete such information immediately. I understand that if I have a legal basis for retention of any such personal information, I will notify ACRF and such requests will be handled by ACRF on an individual basis.

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*Signature*

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*Date*

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*Printed*

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*Name of Law Firm or Employer*

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*Email Address of Contact*