INLAND STEEL COMPANY

AND AFFILIATED COMPANIES

INTER-COMMUNICATION

July 2, 1957

Mr. A. J. Cayia
Mr. R. D. Satterley
Mr. A. W. Heitman

Mr. H. C. Zimmerman
Mr. R. P. O'Brien

Last year, about the 10th or 15th of December, each of you submitted to me your five year estimate of capital requirements. It has been our practice to request this information annually. It now appears that Mr. Peters needs this information quarterly; therefore I would like to set up the following procedure.

On or about December 1st of each year, each major division of the Raw Materials Department will submit to me, without further request, its estimate of capital requirements, by years, for the next five succeeding years, and on or about the first day of April, July and October of each year, each major division of the Raw Materials Department will submit to me by letter a statement of any changes from the five year projection which was submitted on December 1st of the previous year. This amounts to a quarterly review to see if any major change has taken place. If there has been a change I am to be posted of this change. If no major change has taken place I am to be so advised.

Please set up the necessary procedures in your division so that this can be accomplished, and begin reporting this by posting me promptly on changes from last December's estimate which you now foresee.

Carl Jacoby

Manager,
Raw Materials Department

CBJ-p

cc: Mr. J. P. Reedy