



January 21, 2014

To Whom It May Concern

This is to provide a letter of recommendation for Merle Branner. Merle worked for Rexam Beverage Can Company as an Archivist on a short term project in 2011.

As our office was moving from a location with 80 files drawers of documents to a location with only 6 file drawers, we need considerable help in reducing the amount of documents held on site. However, it was also critical that the Law Department identify and preserve documents that might be helpful to the company in the future.

On the first day that Merle worked for us, we discussed the types of documents were that were most likely to be helpful, for example, in future lawsuits, and why we decided to send certain documents to storage and scan other documents for immediate access. As she reviewed the files during the next few days, she asked pertinent questions regarding new types of documents/ files and then handled a huge number of files on her own, making appropriate decisions.

Merle is an excellent worker and she performed her duties beautifully. She was extremely helpful during the project and made suggestions for alternative methods of handling various documents, and then quickly worked within the guidelines that we agreed on. She identified the documents that were most likely to be important in the future, and organized those documents for scanning or sending to storage. We tested the results and are confident that we can find those documents as we need them. Additionally, we were able to complete the review of the documents in fewer weeks that we had planned.

Merle worked very well with others. She was a pleasure to work with and the entire department enjoyed having her at Rexam.

If you would like to discuss Merle's qualifications more fully, please feel free to call me at (773) 399-3604.

Very truly yours,

Mary J. Schnurr  
Corporate Counsel