

To: ALL OFFICERS AND MANAGERS

May 8, 1980

From: C. W. SPANGLE

Subject: ORGANIZATIONAL ANNOUNCEMENT

T E GARDNER
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Memorex Corporation announced the following management and Board membership changes which are effective immediately.

R. C. Wilson is named Vice Chairman of the Board until August 31, 1980, and will continue as a member of the Board of Directors thereafter.

C. W. Spangle is appointed Chairman of the Board and continues as Chief Executive Officer.

Charles S. Strauch is promoted to President and Chief Operating Officer, He will also be elected to the Board of Directors.

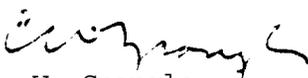
The Computer Media, Consumer Products and International Groups will continue to report to C. S. Strauch. The Communications Group will also report to him. Effective January 1, 1981, the Large Storage Systems General Systems and Field Operations Groups will also report to him. These latter three groups will report to C. W. Spangle during the remainder of 1980 to allow concentration of corporate management effort and an orderly transition of the reporting relationships.

While it is intended that the Chief Executive Officer and the Chief Operating Officer will work as a team with the members of the Corporate Operating Committee to manage the corporation, certain areas of concentration are indicated. The COO will concentrate on day-to-day aspects of management, the development and execution of the operating budget, staffing and personnel selection, inter-group issues, corporate staff functions such as marketing, technical and manufacturing. The CEO will concentrate on external affairs, the interface with the Board of Directors, strategic, financial, compensation and organizational issues, and relationships and affiliations with other industry entities.

The corporate staff will support both the CEO and COO. The V.P. Finance V.P. Legal, V.P. Corporate Development and V.P. Industrial Relations will report to C. W. Spangle. The V.P. Marketing, V.P. Manufacturing and V.P. Engineering will report to C. S. Strauch.

I know you will join me in congratulating Chuck on this promotion.

This is a new form of organization for the executive management of Memorex. We will need time and experience to make it effective. More important than the form of organization are the attitudes and willingness of the management and all the employees to work together. Only by so doing can we make Memorex the kind of company of which we can all be proud.


C. W. Spangle

/pvp

MEMOREX

Interoffice
Correspondence