

Remington  
UNION

FOR REMINGTON USE ONLY

# RECORDS CONTROL SCHEDULE

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Date February, 19

| Record Category, Title, or Description                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Copy                                                    | Location or Principal Responsibility                                                              | Total Retention                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <p><b>COMPETITIVE RECORDS</b></p> <p>Miscellaneous records on sales and/or use of products by competitors, as well as evaluations, sales and/or use of competitive products. May also include information on the organization, personnel, etc. of competitive companies.</p> <ul style="list-style-type: none"> <li>- ADVERTISING STUDIES</li> <li>- FINANCIAL DATA - ACTUAL AND ESTIMATES<br/>Includes manufacturing process, costs, investment, etc.</li> <li>- PRODUCT EVALUATION</li> </ul> | <p>OX</p> <p>O</p> <p>X</p> <p>O</p> <p>X</p> <p>OX</p> | <p>MARKETING</p> <p>ANYWHERE</p> <p>ANYWHERE</p> <p>MARKETING</p> <p>ANYWHERE</p> <p>ANYWHERE</p> | <p>MAX. 5 YEARS</p> <p>MAX. 10 YEARS</p> <p>MAX. 3 YEARS</p> <p>MAX. 5 YEARS</p> <p>MAX. 3 YEARS</p> <p>SEE RELATED RECORDS</p> |
| <p><b>COMPUTER RECORDS</b></p> <p>Hard copies of computer generated business reports or documents, including microform, are subject to specific retention shown elsewhere in this schedule. Official records, for the purpose of records control, are not the responsibility of the data processing organization. Copies retained in data processing are considered work or reference copies that should be destroyed when they have served the intended purpose of control or reference.</p>   |                                                         |                                                                                                   |                                                                                                                                 |