

# RECORDS CONTROL SCHEDULE

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 Date February, 198

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
PHOTOGRAPHS --- See also EMPLOYEE RECORDS	OX	ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
PLANS & PROGRAMS	O	ANYWHERE	5 YEARS AFTER SUPERSEDED OR COMPLETED
	X	ANYWHERE	MAX. UNTIL SUPERSEDED OR COMPLETED
POLICIES & PROCEDURES	O	ANYWHERE	5 YEARS AFTER SUPERSEDED OR OBSOLETE
	X	ANYWHERE	MAX. UNTIL SUPERSEDED OR OBSOLETE
POSITION DESCRIPTIONS (Exempt and Nonexempt)	O	ANYWHERE	UNTIL OBSOLETE
	X	ANYWHERE	MAX. UNTIL SUPERSEDED OR OBSOLETE
PRESENTATIONS (Charts, discussions, reviews, speeches, etc.)	OX	ANYWHERE	MAX. 5 YEARS