

RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
REPORTS (Cont'd.)			
- RESEARCH AND DEVELOPMENT - PERIODIC REPORTS WITHIN DEPARTMENT	O	ANYWHERE	10 YEARS
	X	ANYWHERE	MAX. 10 YEARS
- RESEARCH AND DEVELOPMENT - PROCESS	O	RESEARCH	PERMANENT
	X	ANYWHERE	MAX. PERMANENT
- TECHNICAL SERVICE REPORTS	O	MARKETING	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS