

ESTABLISHED 1802
DU PONT
E. I. DU PONT DE NEMOURS & COMPANY
INCORPORATED

FINISHES & FABRICATED PRODUCTS DEPARTMENT

cc: J. M. Bates B11375

WHT

Joyce - File; Records Retention
Bridgeport, Connecticut
July 30, 1985

J. W. ACKLEY	E. H. GALBREATH
R. D. ANDERSON	E. A. GOLDA
J. M. BHANDARY	R. J. GRAHAM
N. M. BIRCH	A. D. JOHNSON
W. K. BRYANT	R. H. MCGEE
D. W. BUNNING	J. F. MATOUSEK
<i>(2)</i> W. H. COLEMAN	F. T. MILLENER
G. DROGE	E. J. ROSSI
J. K. EMOND	E. C. SHELTON
W. E. FITZGERALD	W. R. SUNDSTROM
T. M. FITZGIBBON	J. V. WEATHERSPOON

Early in Sept. you will receive a copy of the Du Pont Corporate Records Retention Manual together with a copy of Remington's addendum. This manual and addendum will replace Remington's record Retention Manual. Until the Du Pont Corporate Manual is received, please continue to use the Remington manual.

The enclosed Record Control Schedule cross reference is being furnished to you in order to assist you in converting from the Remington Manual to the Corporate Manual. Please do not use it until you receive your copy of the Du Pont Corporate Manual.

T. J. Callahan
T. J. Callahan

TJC/lms

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**REMINGTON ARMS CO.
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SEP 6 1985

FIREARMS RESEARCH DIVISION

F & FP MEANS *Safety* - FIRST & FOREMOST, POSITIVELY

R2516100

CORPORATE RECORDS RETENTION MANUAL
DEPARTMENTAL ADDENDUM
REMINGTON ARMS

RA-1

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>ACCOUNTS PAYABLE RECORDS</u>				
● CONTROL REGISTER	0	FINANCE	UFTA/6 YEARS	BA1105
	X	ANYWHERE	MAX. 3 YEARS	BA1106
<u>ACCOUNTS RECEIVABLE RECORDS</u>				
● CASH REMITTANCES	0	FINANCE	UFTA/6 YEARS	BA1107
	X	ANYWHERE	MAX. 6 YEARS	BA1108
● STATEMENTS	0	FINANCE	3 YEARS	BA1109
	X	ANYWHERE	MAX. 3 YEARS	BA1110
<u>AIRCRAFT FLIGHT CONFIRMATIONS</u>				
● OPERATIONS INFORMATION	0	FINANCE	1 YEAR	AZ1301
<u>AMMUNITION TRANSACTION RECORDS</u>				
	0	PLANT SITE	3 YEARS AFTER SALE OR DISPOSAL	CC1100
<u>BALANCE SHEETS</u>				
	0	FINANCE	10 YEARS	BA1113
	X	ANYWHERE	MAX. 5 YEARS	BA1114
<u>BORROWING REPORTS</u>				
	0	FINANCE	UFTA/6 YEARS	BZ1100
	X	ANYWHERE	MAX. 6 YEARS	BZ1101
<u>CASH RECORDS</u>				
● BANK STATEMENTS	0	AUDITING	3 YEARS	BB1100
● CASH BOOK AND SUPPORTING WORKPAPERS	0	BANKING	2 YEARS	BB1101

CORPORATE RECORDS RETENTION MANUAL
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RA-2

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>CASH RECORDS (Continued)</u>				
• CANCELLED CHECKS	0	AUDITING	UFTA/6 YEARS	BB1102
• CHECK REGISTERS	0	FINANCE	3 YEARS	BB1103
• CORRESPONDENCE	0	BANKING	2 YEARS	BB1104
• DEAD BOOK	0	FINANCE	UFTA/6 YEARS	BB1105
• DEBIT AND CREDIT REPORTS	0	BANKING	UFTA/6 YEARS	BB1106
• DEPOSIT SLIPS	0	BANKING	UFTA/6 YEARS	BB1107
• RECONCILIATIONS	0	AUDITING	3 YEARS	BB1108
• SIGNATURE AUTHORIZATIONS	0	BANKING	UNTIL OBSOLETE OR SUPERSEDED	BB1109
• UNCLAIMED CHECKS (EXCEPT PAYROLL AND DIVIDENDS)	0	BANKING	1 YEAR AFTER CASHED REPLACED OR ESCHEATED	BB1110
• UNCLAIMED CHECKS (PAYROLL AND DIVIDENDS)	0	BANKING	UNTIL PROCESSED	BB1111
<u>COMPETITIVE RECORDS</u>				
• FINANCIAL DATA - ACTUAL AND ESTIMATES	0	ANYWHERE	MAX. 10 YEARS	DF1100
(Includes manufacturing process, costs, investment, etc.)	X	ANYWHERE	MAX. 3 YEARS	DF1101

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CORPORATE RECORDS RETENTION MANUAL
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RA-3

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>COMPUTER RECORDS</u>				
• U. S. GOVERNMENT - INTERNAL REVENUE SERVICE				
- Machine-Sensible Record Retention	0	FINANCE	AS PER CURRENT AGREEMENT	AZ1302
<u>CONSIGNMENT (EMPLOYEE/ CONSULTANT)</u>	0	FINANCE	3 YEARS AFTER SETTLEMENT OF ACCOUNT	BZ1102
	X	ANYWHERE	1 YEAR AFTER SETTLEMENT OF ACCOUNT	BZ1103
<u>CONSOLIDATED RECORDS</u>				
• OPERATING INCOME STATEMENTS	0	FINANCE	10 YEARS	BZ1104
• SALES STATISTICS	0	FINANCE	10 YEARS	BZ1105
<u>CORPORATE RECORDS</u>				
• MINUTES OF SHAREHOLDERS AND BOARD MEETINGS, RESOLUTIONS, DIRECTORS REPORTS, STATUTORY ACCOUNTS	0	COMPANY SECRETARY	LIFE OF COMPANY	AZ1303
	X	ANYWHERE	MAX. 10 YEARS	AZ1304
• ARTICLES OF INCORPORATION (INCLUDING BYLAWS)	0	COMPANY SECRETARY	LIFE OF COMPANY	AZ1305
	X	ANYWHERE	MAX. UNTIL OBSOLETE OR SUPERSEDED	AZ1306

CORPORATE RECORDS RETENTION MANUAL
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RA-4

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>CORPORATE RECORDS (Continued)</u>				
● AGENDAS, NOTICES, PROXIES CORRESPONDENCE RELATED THERETO	0	COMPANY SECRETARY	15 YEARS	AZ1307
	X	ANYWHERE	MAX. 5 YEARS	AZ1308
<u>CORRESPONDENCE</u>				
● RESEARCH AND/OR TECHNICAL INFORMATION	0	RESEARCH	20 YEARS	EB1100
	X	ANYWHERE	MAX. 20 YEARS	EB1101
<u>CREDIT RECORDS</u>				
● CUSTOMER ACCOUNT BALANCE (MONTHLY TABULATION)	0	FINANCE	2 YEARS	BD1100
● CUSTOMER FILES (EXCEPT DOUBTFUL)	0	FINANCE	3 YEARS AFTER LAST ENTRY	BD1101
	X	ANYWHERE	MAX. 3 YEARS	BD1102
● CUSTOMER FILES - DOUBTFUL	0	FINANCE	UFTA/6 YEARS AFTER LAST ENTRY	BD1105
	X	ANYWHERE	MAX. 6 YEARS	BD1104
● OVERDUE LISTINGS (MONTHLY)	0	FINANCE	3 YEARS	BD1105
	X	ANYWHERE	MAX. 1 YEAR	BD1106
● REPORTS	0	FINANCE	3 YEARS	BD1107
	X	ANYWHERE	MAX. 3 YEARS	BD1108

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RA-5

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>CUSTOMS - FOREIGN AND U. S.</u>	0	INTERNATIONAL OPERATIONS	5 YEARS	AZ1309
	X	ANYWHERE	MAX. 5 YEARS	AZ1310
<u>DAILY FINANCE RECORDS</u>				
• CASH POSITION	0	FINANCE	2 YEARS	BA1115
• DATA CONTROL SHEETS	0	FINANCE	2 YEARS	BA1116
• INVOICING DETAILS	0	FINANCE	2 YEARS	BA1117
• PAYMENTS	0	FINANCE	2 YEARS	BA1118
<u>DATA PROCESSING COST CONTROL FILES</u>	0	FINANCE	5 YEARS	BZ1106
	X	ANYWHERE	MAX. 5 YEARS	BZ1107
<u>DIVIDEND FILES</u>				
• DIVIDEND CHECKS (Cancelled Checks, Central Lists and Reconciliations)	0	FINANCE	3 YEARS	BA1119
• DIVIDEND ORDERS. (Stockholder Authority to Pay Others)	0	FINANCE	3 YEARS AFTER CANCELLED OR SUPERSEDED	BA1120
<u>DOUBLE OR DUPLICATE PAYMENT FILES</u>	0	FINANCE	6 YEARS	BZ1108
<u>EARNING IMPROVEMENT REPORTS</u>	0X	ANYWHERE	MAX. 3 YEARS	BZ1109

CORPORATE RECORDS RETENTION MANUAL
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RA-6

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>EMPLOYEE RECORDS</u>				
• GROUP INSURANCE RECORDS				
- A&H Insurance				
-- Employee's Statement of Health (Form GR-818)	0	P&ER/EMPLOYMENT POINT	5 YEARS AFTER TERMINATION OF EMPLOYEE	FN2030
<u>ENVIRONMENTAL CONTROL RECORDS</u>				
• ANALYSES AND RESULTS DETERMINED OF THOSE CONDITIONS IN AREAS WHERE MATERIALS ARE USED WHICH REQUIRE MONITORING FOR LIMIT CONTROL OF POLLUTANTS HAVING POTENTIAL EFFECT ON EMPLOYEES HEALTH, AS REQUIRED BY ENVIRON- MENTAL PROTECTION AGENCY AND STATE EPA REGULATIONS.	0	ANYWHERE	AS REQUIRED BY REGULATIONS	GB1100
<u>EXPENSE COMPARISON REPORTS</u>	0	FINANCE	3 YEARS	BA1121
<u>EXPENSE DETAIL RECORDS</u>	0	FINANCE	3 YEARS	BA1122
<u>EXPENSE DISTRIBUTION FILES</u>				
• CORRESPONDENCE, WORKING PAPERS, REPORTS	0	FINANCE	3 YEARS	BA1123
	X	ANYWHERE	MAX. 3 YEARS	BA1124

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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>EXPENSE SHEETS</u>	0	FINANCE	3 YEARS	BA1125
<u>EXPERIMENTAL PRODUCT ORDERS</u>	0	RESEARCH	12 MONTHS	EE1100
<u>FEDERAL FIREARMS LICENSES</u>	0	FINANCE	5 YEARS AFTER TERMINATION OF LICENSED OPERATION	BZ1110
<u>FINANCIAL STATEMENTS</u>				
• ANNUAL REPORT	0	FINANCE	UFTA/10 YEARS	BA1126
• CONSOLIDATION	0	FINANCE	UFTA/10 YEARS	BA1127
• PUBLISHED REPORTS	0	FINANCE	UFTA/10 YEARS	BA1128
• QUARTERLY REPORTS	0	FINANCE	10 YEARS	BA1129
• SIGNIFICANT STATISTICS	0X	FINANCE	MAX. 10 YEARS	BA1130
<u>FINISHED PRODUCT DISTRI- BUTION EXPENSE STATEMENTS</u>	0	FINANCE	3 YEARS	BA1131
	X	ANYWHERE	MAX. 3 YEARS	BA1132
<u>FIREARMS TRANSACTION RECORDS</u>	0	PLANT SITE SALES OFFICE	LIFE OF COMPANY	CC2000

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RA-8

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>FIXED ASSETS</u>				
● APPRAISALS - PLANT	0	FINANCE	UNTIL SUPERSEDED	BK1100
	X	ANYWHERE	2 YEARS	BK1101
<u>FOREIGN EXCHANGE RECORDS</u>				
● TRANSACTIONS	0	FINANCE	3 YEARS	BZ1111
<u>GENERAL LEDGER RECORDS</u>				
● BOUND VOLUMES	0	FINANCE	LIFE OF COMPANY	BA1133
● MONTH-END JOURNAL	0	FINANCE	5 YEARS	BA1134
● TRANSCRIPTS	0	FINANCE	UFTA/10 YEARS	BA1135
● CORRESPONDENCE	0	FINANCE	5 YEARS	BA1136
	X	FINANCE	MAX. 3 YEARS	BA1137
● ALL OTHER	0	FINANCE	3 YEARS	BA1138
<u>GOVERNMENT REPORTS</u>				
● ANNUAL, QUARTERLY, AND MONTHLY REPORTS	0	FINANCE	3 YEARS	JB1100
● FIVE-YEAR REPORTS	0	FINANCE	11 YEARS	JB1101
	X	ANYWHERE	LAST 2 ISSUES/ MAX. 10 YEARS	JB1102
● LINE OF BUSINESS REPORT	0	FINANCE	4 YEARS AFTER SUBMITTED	JB1103
● SEC	0	FINANCE	20 YEARS	JB1104

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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>GOVERNMENT REPORTS (Continued)</u>				
• ALL OTHERS (EXCEPT RENEGOTIATION AND TAX)	0	ANYWHERE	MAX. 5 YEARS	JB1105
<u>INSTRUCTION FOLDERS FOR CUSTOMERS (REMINGTON)</u>				
• SINGLE COPY OF EACH INSTRUCTION FOLDER	0	PRODUCTION PLANNING	LIFE OF COMPANY	DE1100
<u>INSURANCE FILES</u>				
	0	FINANCE	6 YEARS AFTER CANCELLATION/ EXPIRATION	BZ1112
• POLICIES	X	ANYWHERE	MAX. 2 YEARS AFTER CANCELLA- TION/EXPIRATION	BZ1113
• REPORTS	0	ANYWHERE	5 YEARS	BZ1114
	X	ANYWHERE	MAX. 5 YEARS	BZ1115
<u>LABELS AND TAGS</u>				
• SINGLE COPY OF EACH PRODUCT PACKAGE, LABEL AND TAG	0	PRODUCTION PLANNING	LIFE OF COMPANY	CA1100
<u>LAWS</u>	X	ANYWHERE	MAX. 5 YEARS AFTER SUPERSEDED	AE1100

CORPORATE RECORDS RETENTION MANUAL
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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>LITIGATION RECORDS</u>				
• ANTITRUST	0	LEGAL	10 YEARS AFTER LITIGATION CONCLUDED OR ABANDONED	JC9000
	X	ANYWHERE	MAX. 3 YEARS AFTER LITIGATION CONCLUDED OR ABANDONED	JC9001
• OTHER	0	LEGAL	6 YEARS AFTER LITIGATION CONCLUDED OR ABANDONED	JC9002
	X	ANYWHERE	MAX. 3 YEARS AFTER LITIGATION CONCLUDED OR ABANDONED	JC9003
<u>MEETINGS</u>				
• OPERATIONS COMMITTEES AND BUSINESS TEAMS	0	COMMITTEE SECRETARY	5 YEARS	AZ1311
	X	ANYWHERE	TO BE RETURNED UPON RECEIPT OF NEXT MINUTES	AZ1312
• PRODUCT SAFETY SUBCOMMITTEE	0	RESEARCH	LIFE OF COMPANY	AZ1313
<u>OVERTIME SHEETS</u>				
	0	FINANCE/ EMPLOYMENT POINT	3 YEARS	FM1100
	X	ANYWHERE	MAX. 3 YEARS	FM1101

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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>PATENT FILES</u>				
• INVENTION REPORTS	0	LEGAL	5 YEARS AFTER APPLICATION ABANDONED	JE1100
	X	ANYWHERE	MAX. 5 YEARS AFTER APPLICA- TION ABANDONED	JE1101
• PATENTS	0	PATENTS	6 YEARS AFTER EXPIRATION OF PATENT	JE1102
	X	ANYWHERE	MAX. UNTIL EXPIRATION OF PATENT	JE1103
- SINGLE COPY OF EACH PATENT	0	PATENTS	LIFE OF COMPANY	JE1104
• PATENTS DEDICATED TO THE PUBLIC OR ABANDONED	0X	ANYWHERE	3 YEARS AFTER DEDICATION OF ABANDONMENT	JE1105
<u>PAYROLL RECORDS</u>				
	0	FINANCE	UFTA/6 YEARS	BG1100
<u>PENSION FILES</u>				
• ANNUAL REPORTS AND PROXY STATEMENTS, DISCLOSURES, ETC.	0	FINANCE	MAX. 10 YEARS	FH1100

CORPORATE RECORDS RETENTION MANUAL
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REMINGTON ARMS

RA-12

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
PENSION FILES (Continued)				
● BOARD OF BENEFITS AND PENSIONS - REPORTS, ETC.	0	FINANCE	MAX. 10 YEARS	FH1101
- ANNUAL REPORT TO BOARD OF DIRECTORS	X	FINANCE	10 YEARS	FH1102
- REEMPLOYED PENSIONERS AND EMPLOYEES WHOSE RETIREMENT HAS BEEN DEFERRED				
● COMPARATIVE PENSION COSTS	X	FINANCE	10 YEARS	FH1103
● CONTINUITY OF SERVICE RULES - REPORTS AND ACTIONS	0	FINANCE	10 YEARS AFTER SUPERSEDED	FH1104
● EMPLOYEE AND PENSIONER STATISTICAL DATA PROVIDED BY DU PONT	0	FINANCE	10 YEARS	FH1105
● FORECAST PENSION EXPENSE AND CONTRIBUTIONS - BOARD REPORT AND ACTION	0	FINANCE	10 YEARS	FH1106
● IRS				
- APPLICATIONS AND RULINGS	0	FINANCE	UNTIL SUPERSEDED OR RESCINDED	FH1107
- DATA FILED WITH RETURNS	0	FINANCE	UFTA	FH1108
● INCREASE OF PENSIONER PAYMENTS - BOARD REPORTS AND ACTIONS	0	FINANCE	UNTIL TERMINA- TION OF PLAN	FH1109
● MISCELLANEOUS BOARD REPORTS AND ACTIONS				
- QUARTERLY OPERATIONS	X	FINANCE	5 YEARS	FH1110
- INVESTMENT POLICY	X	FINANCE	5 YEARS	FH1111

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RA-13

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>PENSION FILES (Continued)</u>				
● PENSION ACCRUAL RATE DATA - BOARD REPORTS AND ACTION	0	FINANCE	10 YEARS	FH1112
● PENSION PAYMENTS				
- MONTHLY RECORD	X	FINANCE	5 YEARS	FH1113
- SPECIAL PAYMENTS	0	FINANCE	5 YEARS	FH1114
● PENSION PLAN AND AMENDMENTS BOARD REPORTS AND ACTIONS	0	FINANCE	UNTIL TERMINA- TION OF PLAN	FH1115
● PENSION VALUATION				
- IBM TABS AND WORKPAPERS	0	FINANCE	UFTA/6 YEARS	FH1116
● REGULATIONS OF EMPLOYEES WELFARE FUNDS				
- FEDERAL				
-- DISCLOSURE DATA - EBS-1, ETC.	0	FINANCE	10 YEARS AFTER SUPERSEDED	FH1117
-- ERISA DATA - FORM 5500, ETC.	0	FINANCE	10 YEARS AFTER SUPERSEDED	FH1118
-- SEC DATA	X	FINANCE	10 YEARS AFTER SUPERSEDED	FH1119
<u>PETTY CASH REPORTS</u>	0	FINANCE	UFTA/5 YEARS	8B1112
Petty Cash Records	X	ANYWHERE	MAX. 5 YEARS	8B1113

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CORPORATE RECORDS RETENTION MANUAL
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REMINGTON ARMS

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>PROCESS RECORDS</u>	0	PLANT SITE/ ANYWHERE	LIFE OF COMPANY	CB1100
	X	PLANT SITE/ ANYWHERE	UNTIL OBSOLETE OR SUPERSEDED	CB1101
<u>PRODUCT FILES</u>				
• PERMITS, CLASSIFICATIONS, SPECIFICATIONS, REGISTRATIONS	0	ANYWHERE	6 YEARS AFTER PRODUCT DISCON- TINUED	CA1101
	X	ANYWHERE	UNTIL PRODUCT DISCONTINUED	CA1102
• SINGLE COPY OF PRODUCT SPECIFICATION	0	PRODUCTION PLANNING	LIFE OF COMPANY	CA1103
<u>PROMISSORY NOTES</u>	0	FINANCE	3 YEARS AFTER SETTLEMENT	BZ1118
<u>PUBLICATIONS</u>				
• REMINGTON	0	ANYWHERE	LIFE OF COMPANY	AZ1314
	X	ANYWHERE	UNTIL OBSOLETE OR SUPERSEDED	AZ1315
<u>QUESTIONNAIRES</u>	0X	ANYWHERE	MAX. 5 YEARS	AZ1316
<u>QUOTATIONS (REMINGTON SALES)</u>	0X	ANYWHERE	MAX. 3 YEARS	DE1101

CORPORATE RECORDS RETENTION MANUAL
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RA-15

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>RECONCILIATION OF ACCOUNTS</u>	0	FINANCE	UCIA/3 YEARS	BA1139
	X	ANYWHERE	UCIA/3 YEARS	BA1140
<u>RENEGOTIATION RECORDS - WORK PAPERS AND STATISTICAL HISTORY</u>	0	FINANCE	3 YEARS AFTER CLEARANCE OR SETTLEMENT	AZ1317
<u>REPAIR GUNS - RECORDS</u>	0	PLANT SITE	10 YEARS	CA1104
<u>REPORTS</u>				
• DEPARTMENTAL AND DIVISIONAL PERFORMANCE REPORTS/LETTERS	0	ANYWHERE	3 YEARS	AC1100
Includes Management Visita- tion Reviews, Presentations, Programs, and State of Business Data	X	ANYWHERE	MAX. 3 YEARS	AC1101
<u>STANDARDS - ENGINEERING, OPERATING, MANUFACTURING SPECIFICATION, ETC.</u>	0	ANYWHERE	5 YEARS AFTER OBSOLETE OR SUPERSEDED	HC1100
	X	ANYWHERE	UNTIL OBSOLETE OR SUPERSEDED	HC1101
• SINGLE COPY OF MANUFACTUR- ING	0	PRODUCTION PLANNING	LIFE OF COMPANY	HC1102

CORPORATE RECORDS RETENTION MANUAL
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RA-16

Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>STOCKHOLDERS' RECORDS</u>				
● CANCELLED STOCK CERTIFICATES	0	COMPANY SECRETARY	15 YEARS	BZ1116
● STOCK REGISTERS	0	COMPANY SECRETARY	LIFE OF COMPANY	BZ1117
<u>SUBSIDIARIES RECORDS</u>				
● FINANCIAL STATEMENTS	0X	FINANCE	10 YEARS	AZ1318
● SALES AND TRANSFER RECORDS	0X	FINANCE	UFTA/6 YEARS	AZ1319
<u>TAX RECORDS</u>				
● ACCRUALS AND RELATED WORKPAPERS	0	FINANCE	10 YEARS	BI1100
● APPLICATION TO IRS FOR CHANGE IN METHOD OF ACCOUNTING	0	FINANCE	PERMANENT	BI1101
● AUDITS BY IRS (FEDERAL INCOME AND EXCISE TAX)				
- DATA SUBMITTED TO IRS AND RELATED WORKPAPERS	0	FINANCE	UNTIL SETTLEMENT OF AUDIT OR LITIGATION	BI1102
● REVENUE AGENT REPORTS	0	FINANCE	PERMANENT	BI1103

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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>TAX RECORDS (Continued)</u>				
● CLAIMS FOR REFUND (FEDERAL INCOME AND EXCISE TAX)				
- CLAIMS, AGENT REPORTS, AND SETTLEMENT PAPERS	0	FINANCE	PERMANENT	BI1104
- RELATED WORKPAPERS	0	FINANCE	UNTIL SETTLEMENT OF LITIGATION	BI1105
● CORRESPONDENCE, WORKING PAPERS	0	ANYWHERE	UFTA/6 YEARS	BI1106
	X	ANYWHERE	MAX. 6 YEARS	BI1107
● EXCISE TAX RETURNS AND WORKPAPERS	0	FINANCE	UFTA/6 YEARS TO BE STRIPPED OF PRECEDENTS AT TIME OF DESTRUC- TION	BI1108
● FOREIGN TAX CREDIT - TAX RECEIPTS	0	FINANCE	10 YEARS	BI1109
● INFORMATION TAX RETURNS				
- FORM 959, FORM 2952, FORM 1042	0	FINANCE	PERMANENT	BI1110
- ALL OTHER	0	FINANCE	UFTA/10 YEARS	BI1111
● OFFICIAL FILE COPY OF FEDERAL INCOME TAX RETURN AND SUPPORTING WORKPAPERS	0	FINANCE	PERMANENT	BI1112
● REQUESTS FOR RULING BY IRS	0	FINANCE	PERMANENT	BI1113

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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>TAX RECORDS (Continued)</u>				
● STATE				
- FRANCHISE AND INCOME	0	FINANCE	UFTA/10 YEARS	BI1114
- OTHER	0	FINANCE	2 YEARS AFTER SETTLEMENT. TO BE STRIPPED OF PRECEDENTS AT TIME OF DESTRUCTION	BI1115
- RETURNS				
-- Franchise and Income	0	FINANCE	UFTA/10 YEARS. TO BE STRIPPED OF PRECEDENTS AT TIME OF DESTRUCTION	BI1116
-- Other	0	FINANCE	UNTIL SETTLED/ 6 YEARS. TO BE STRIPPED OF PRECEDENTS AT TIME OF DESTRUCTION.	BI1117
● TAX DEPRECIATION LEDGERS	0	FINANCE	PERMANENT	BI1118
● ALL OTHER RECORDS	0	FINANCE	UFTA/6 YEARS	BI1119
	X	ANYWHERE	MAX. 6 YEARS	BI1120
<u>U.S. SAVINGS BONDS RECORDS</u>				
● ISSUED LISTING - REGISTERS (Serial Nos.)	0	FINANCE	10 YEARS	FB1100
	X	ANYWHERE	MAX. 10 YEARS	FB1101
● PURCHASE RECORDS	0	FINANCE	5 YEARS	FB1102

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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>VISITORS</u> Agenda, Correspondence Tabulations, Etc.	OX	ANYWHERE	MAX. 5 YEARS	AZ1321
<u>WAREHOUSE RECORDS</u>				
• COST AND RATES	O	ANYWHERE	UFTA/5 YEARS	CH1100
	X	ANYWHERE	MAX. 5 YEARS	CH1101
• STOCK LISTS	O	ANYWHERE	5 YEARS	CH1102
	X	ANYWHERE	MAX. 3 YEARS	CH1103
<u>WARRANTIES</u>	O	PLANT SITE	LIFE OF COMPANY	CA1105
<u>WILMINGTON FORM STATEMENTS</u>	O	FINANCE	UFTA/10 YEARS	AZ1320

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ACCIDENT AND HEALTH INSURANCE -- SEE EMPLOYEE RECORDS (DEPARTMENTAL
ADDENDUM)
ACCOUNT RECONCILIATIONS -- SEE RECONCILIATION OF ACCOUNTS (DEPARTMENTAL
ADDENDUM)
ACCOUNTS PAYABLE RECORDS - CONTROL REGISTER -- SEE ACCOUNTS PAYABLE
RECORDS (DEPARTMENTAL ADDENDUM)
ACCOUNTS RECEIVABLE RECORDS
CASH REMITTANCES -- SEE ACCOUNTS RECEIVABLE RECORDS (DEPARTMENTAL
ADDENDUM)
CORRESPONDENCE, WORKING PAPERS -- SEE CORRESPONDENCE - GENERAL
CORRESPONDENCE
STATEMENTS -- SEE ACCOUNTS RECEIVABLE RECORDS (DEPARTMENTAL ADDENDUM)
ACCRUAL RATE -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)
ACCRUALS -- SEE FIXED ASSET RECORDS - DEPRECIATION ACCRUAL LIST/OR ALSO
SEE TAX RECORDS
ACQUISITION RECORDS
CORRESPONDENCE AND WORKING PAPERS -- SEE ACQUISITIONS/MERGER RECORDS/
BUSINESS SALES RECORDS
REPORTS -- SEE REPORTS
STUDIES -- SEE STUDIES
ACTION LOGS -- SEE ACTION LOGS
ADJUSTMENTS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
ADJUSTMENTS (CUSTOMER) -- SEE CLAIMS AND COMPLAINTS/OR ALSO SEE CUSTOMER
ALLOWANCES
ADVERTISING AND PROMOTION RECORDS -- SEE ADVERTISING COPY/OR ALSO SEE
ADVERTISING RECORDS
AGENDA -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)/OR ALSO SEE
VISITORS (DEPARTMENTAL ADDENDUM)
AGREEMENTS AND CORRESPONDENCE RELATING THERETO
COLLECTIVE BARGAINING CONTRACTS -- SEE AGREEMENTS - COLLECTIVE
BARGAINING CONTRACTS
CONSULTANT CONTRACTS -- SEE AGREEMENTS - CONSULTANTS CONTRACTS
COOPERATIVE AGREEMENTS (JOINT VENTURE AGREEMENTS) -- SEE JOINT
VENTURES - AGREEMENTS
DISTRIBUTOR AGREEMENTS -- SEE AGREEMENTS - DISTRIBUTOR/REPRESENTATIVE
AGREEMENTS
GOVERNMENT CONTRACTS
CONTRACTS BETWEEN REMINGTON AND A U.S. GOV. AGENCY FOR PURCHASE OF
REMINGTON PRODUCTS OR SERVICES -- SEE AGREEMENTS - GOVERNMENT
CONTRACTS
LAKE CITY CONTRACT -- SEE AGREEMENTS - GOVERNMENT CONTRACTS
KNOW-HOW, PATENTS AND PROCESSES -- SEE AGREEMENTS - PATENT AND/OR
TECHNICAL INFORMATION
LEASES -- SEE AGREEMENTS - LEASES
NEGOTIATION RECORDS -- SEE AGREEMENTS - NEGOTIATION RECORDS
PATENT INTERFERENCE SETTLEMENT AGREEMENT -- SEE AGREEMENTS - PATENT
AND/OR TECHNICAL INFORMATION
PURCHASE CONTRACTS -- SEE AGREEMENTS - PURCHASE CONTROLS
SECRECY AGREEMENTS (CONFIDENTIAL, TRADE SECRETS) -- SEE AGREEMENTS -
TRADE SECRET AGREEMENTS

CORPORATE RECORDS RETENTION MANUAL
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AGREEMENTS AND CORRESPONDENCE RELATING THERETO (CONTINUED)
ALL OTHER AGREEMENTS/CONTRACTS -- SEE AGREEMENTS - ALL OTHER
AGREEMENTS/CONTRACTS
AIRCRAFT -- SEE AIRCRAFT FLIGHT CONFIRMATION (DEPARTMENTAL ADDENDUM)
AIRCRAFT FLIGHT CONFIRMATIONS - OPERATIONS INFORMATION -- SEE AIRCRAFT
FLIGHT CONFIRMATIONS (DEPARTMENTAL ADDENDUM)
ALCOHOL PERMITS -- SEE ALCOHOL PERMIT RECORDS
AMENDMENTS TO PENSION PLAN -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)
AMMUNITION TRANSACTION RECORDS -- SEE AMMUNITION TRANSACTION RECORDS
(DEPARTMENTAL ADDENDUM)
ANALYSIS/RESULTS DETERMINED OF THOSE CONDITIONS IN AREAS WHERE MATERIALS
ARE USED WHICH REQUIRE MONITORING FOR LIMIT CONTROL OF POLLUTANTS
HAVING POTENTIAL EFFECT ON EMPLOYEE HEALTH, AS REQUIRED BY
ENVIRONMENTAL PROTECTION AGENCY AND STATE EPA REGULATIONS -- SEE
ENVIRONMENTAL CONTROL RECORDS (DEPARTMENTAL ADDENDUM)
ANALYTICAL LABORATORY RECORDS, REPORTS AND TEST RESULTS -- SEE
ANALYTICAL METHODS/OR ALSO SEE ANALYTICAL REPORTS
ANNUAL REPORT -- SEE FINANCIAL STATEMENTS (DEPARTMENTAL ADDENDUM)
ANNUAL REPORT TO BOARD OF DIRECTORS -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)
ANNUAL STATISTICS TO WILMINGTON -- SEE STATISTICAL DATA
ANTITRUST LITIGATION -- SEE LITIGATION RECORDS (DEPARTMENTAL ADDENDUM)
APPLICATIONS TO IRS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)/OR ALSO
SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
APPRAISALS, PLANT -- SEE FIXED ASSETS (DEPARTMENTAL ADDENDUM)
ARTICLES OF INCORPORATION (INCLUDING BY-LAWS) -- SEE CORPORATE RECORDS
(DEPARTMENTAL ADDENDUM)
ASSOCIATION AND MEMBERSHIP RECORDS
CERTIFICATES OF MEMBERSHIP -- SEE ASSOCIATION AND MEMBERSHIP RECORDS
CORRESPONDENCE, REPORTS, WORKING PAPERS -- SEE ASSOCIATION AND
MEMBERSHIP RECORDS
AUDIT RECORDS
CORRESPONDENCE, WORKING PAPERS -- SEE AUDIT REPORTS
MEMORANDUM BY SUBSIDIARIES (INTERNAL) -- SEE AUDIT REPORTS
PRE-AUDIT REPORTS -- SEE AUDIT REPORTS
REPORTS - EXTERNAL -- SEE AUDIT REPORTS
INTERNAL (INCLUDING GUN CLUB AND REMINGTON FARMS) -- SEE AUDIT
REPORTS
AUDITORS REPORTS -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)
AUDITS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
AUTHORIZATIONS -- SEE AUTHORIZATIONS/OR ALSO SEE CASH RECORDS
(DEPARTMENTAL ADDENDUM)
AUTHORIZATIONS - DISMANTLEMENT AND WRITE-OFF NOT INVOLVING PROJECTS --
SEE AUTHORIZATIONS
AUTHORIZATIONS TO DISCARD MATERIALS -- SEE AUTHORIZATIONS
AUTOMOBILE RECORDS
ACCIDENT REPORTS -- SEE VEHICLE RECORDS
COMPANY OWNED CARS
LIABILITY INSURANCE
LIST RETAINED BY FINANCE -- SEE VEHICLE RECORDS
LIST AT LOCATION OF TITLE -- SEE VEHICLE RECORDS

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AUTOMOBILE RECORDS (CONTINUED)

MAINTENANCE, REPAIR AND SERVICE COSTS -- SEE VEHICLE RECORDS
PURCHASE AND SALE OR TRADE-IN ALLOWANCE RECORDS, MILEAGE
REGISTRATION, TITLE, ETC. -- SEE VEHICLE RECORDS
LEASED CARS
LEASES -- SEE AGREEMENTS - LEASES
SELECTED RECORDS -- SEE VEHICLE RECORDS
BALANCE SHEETS -- SEE BALANCE SHEETS (DEPARTMENTAL ADDENDUM)
BANK STATEMENTS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
BENEFIT PLANS -- SEE BENEFIT PLANS
BILLS OF LADING
DOMESTIC SHIPMENTS -- SEE BILLS OF LADING
EXPORT SHIPMENTS -- SEE BILLS OF LADING
BIOGRAPHIES PERSONNEL -- SEE EMPLOYEE RECORDS
BOARD OF BENEFITS AND PENSIONS -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)
BOARD OF DIRECTORS/SHAREHOLDERS MEETINGS -- SEE CORPORATE RECORDS
(DEPARTMENTAL ADDENDUM)
BOARD OF DIRECTORS RESOLUTIONS -- SEE CORPORATE RECORDS (DEPARTMENTAL
ADDENDUM)
BORROWING REPORTS -- SEE BORROWING REPORTS (DEPARTMENTAL ADDENDUM)
BORROWINGS -- SEE BORROWING REPORTS (DEPARTMENTAL ADDENDUM)
BOUND VOLUMES -- SEE GENERAL LEDGER RECORDS (DEPARTMENTAL ADDENDUM)
BUDGETS
AUTHORIZED BUDGETS -- SEE BUDGETS
CORRESPONDENCE, INSTRUCTIONS AND WORKING PAPERS -- SEE BUDGETS
BUSINESS TEAMS -- SEE MEETINGS (DEPARTMENTAL ADDENDUM)
BY-LAWS -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)
CANCELLED CHECKS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
CANCELLED DIVIDENDS CHECKS -- SEE DIVIDEND FILES (DEPARTMENTAL ADDENDUM)
CANCELLED STOCK CERTIFICATES -- SEE STOCKHOLDERS RECORDS (DEPARTMENTAL
ADDENDUM)
CASH BOOK -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
CASH POSITION -- SEE DAILY FINANCE RECORDS (DEPARTMENTAL ADDENDUM)
CASH RECORDS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
CASH REMITTANCES -- SEE ACCOUNTS RECEIVABLE (DEPARTMENTAL ADDENDUM)
CASH REPORTS -- SEE PETTY CASH REPORTS (DEPARTMENTAL ADDENDUM)
CASHIERS' RECORDS
DAILY VOUCHER -- SEE CASHIER'S RECORDS
ALL OTHER -- SEE CASHIER'S RECORDS
CHANGE IN METHOD OF ACCOUNTING -- SEE TAX RECORDS (DEPARTMENTAL
ADDENDUM)
CHECK HANDLER'S RECORDS OF OUTGOING CHECKS RELEASED TO OTHER THAN
PAYEE -- SEE CHECK HANDLER'S RECORDS
CHECK REGISTERS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
CHECKS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
CHRONOLOGICAL FILES - AUTHOR'S CONVENIENCE FILE -- SEE CHRONOLOGICAL
FILES
CLAIMS AND COMPLAINTS (NONEMPLOYEE - PERSONAL INJURY OR PRODUCT DEFECTS)
AND CLAIMS INVESTIGATION REPORTS -- SEE CLAIMS AND COMPLAINTS
CLAIMS AND REFUNDS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)

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COMMISSION RECORDS

DETAILS -- SEE COMMISSIONS - AGENTS/DISTRIBUTORS/BROKER SALES
STATEMENTS -- SEE COMMISSIONS - AGENTS/DISTRIBUTORS/BROKER SALES

COMPETITIVE RECORDS

ADVERTISING STUDIES -- SEE COMPETITIVE RECORDS
FINANCIAL DATA - ACTUAL AND ESTIMATES -- SEE COMPETITIVE RECORDS
(DEPARTMENTAL ADDENDUM)

PRODUCT EVALUATION -- SEE COMPETITIVE RECORDS

COMPUTER RECORDS -- SEE RELATED RECORDS

MARKETING RESEARCH DATA - ORDERS/SHIPMENTS -- SEE MARKET RESEARCH
REPORTS AND STUDIES

PROGRAM CHANGE REQUEST AUTHORIZATION -- SEE COMPUTER RECORDS

PROGRAM DOCUMENTATION, SOURCE LISTINGS, JOB CONTROL LANGUAGE,
EQUIPMENT CONFIGURATION LISTS, INPUT DATA, SYSTEMS DOCUMENTATION,
ETC. -- SEE COMPUTER RECORDS

PROJECT STUDIES -- SEE STUDIES

TRANSIENT DATA RECORDS USED FOR BACKUP AND SYSTEM SECURITY -- SEE
COMPUTER RECORDS

U.S. GOVERNMENT - INTERNAL REVENUE SERVICE - MACHINE-SENSIBLE RECORD
RETENTION -- SEE COMPUTER RECORDS (DEPARTMENTAL ADDENDUM)

CONFIRMATIONS -- SEE AIRCRAFT FLIGHT CONFIRMATIONS (DEPARTMENTAL
ADDENDUM)

CONSIGNMENTS (EMPLOYEE/CONSULTANT) -- SEE CONSIGNMENT (EMPLOYEE/
CONSULTANT) (DEPARTMENTAL ADDENDUM)

CONSOLIDATED RECORDS

LEDGERS -- SEE LEDGERS

OPERATING INCOME STATEMENTS -- SEE CONSOLIDATED RECORDS (DEPARTMENTAL
ADDENDUM)

SALES STATISTICS -- SEE CONSOLIDATED RECORDS (DEPARTMENTAL ADDENDUM)

CONSOLIDATION STATEMENT -- SEE FINANCIAL STATEMENTS (DEPARTMENTAL
ADDENDUM)

CONTINUITY OF SERVICE -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

CONTROL REGISTER -- SEE ACCOUNTS PAYABLE (DEPARTMENTAL ADDENDUM)

CONTROL SHEETS -- SEE DAILY FINANCE RECORDS (DEPARTMENTAL ADDENDUM)

CONTROL - STOCK RECORDS -- SEE STOCK STATUS REPORTS - FINISHED PRODUCT
AND STORES

COPYRIGHTS

CERTIFICATES -- SEE COPYRIGHT RECORDS

FILES -- SEE COPYRIGHT RECORDS

CORPORATE RECORDS

MINUTES OF SHAREHOLDERS AND BOARD MEETINGS, RESOLUTIONS, DIRECTORS
REPORTS, AUDITORS REPORTS, STATUTORY ACCOUNTS -- SEE CORPORATE
RECORDS (DEPARTMENTAL ADDENDUM)

ARTICLES OF INCORPORATION (INCLUDING BYLAWS) -- SEE CORPORATE RECORDS
(DEPARTMENTAL ADDENDUM)

AGENDAS, NOTICES, PROXIES CORRESPONDENCE RELATED THERETO -- SEE
CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)

CORRESPONDENCE, WORKING PAPERS

CASH RECORDS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)

CORPORATE RECORDS -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)

DOMESTIC -- SEE CORRESPONDENCE

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CORRESPONDENCE, WORKING PAPERS (CONTINUED)
EXPENSE DISTRIBUTION FILES -- SEE EXPENSE DISTRIBUTION FILES
(DEPARTMENTAL ADDENDUM)
EXPORT/INTERNATIONAL -- SEE CORRESPONDENCE
EXECUTIVE AND FINANCE COMMITTEES -- SEE COMMUNICATIONS WITH BOARD OF
DIRECTORS STANDING COMMITTEES
GENERAL LEDGER RECORDS -- SEE GENERAL LEDGER RECORDS (DEPARTMENTAL
ADDENDUM)
PATENTS AND LICENSING - MISCELLANEOUS -- SEE PATENT RECORDS
RESEARCH AND/OR TECHNICAL INFORMATION -- SEE CORRESPONDENCE
(DEPARTMENTAL ADDENDUM)
SALARY ADMINISTRATION -- SEE CORRESPONDENCE - GENERAL
TAX RECORDS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
VISITORS -- SEE VISITORS (DEPARTMENTAL ADDENDUM)
COST ANALYSES -- SEE FINANCIAL ANALYSIS
COST BOOKS, REPORTS, STATEMENTS AND SUMMARIES
JANUARY THROUGH MARCH, AUGUST THROUGH OCTOBER - 1972 FORWARD (LIFO)
-- SEE FINANCIAL SUMMARY
DECEMBER (YTD) - ALL YEARS -- SEE FINANCIAL SUMMARY
ALL OTHER MONTHS -- SEE FINANCIAL SUMMARY
COST CODE LISTS -- SEE COST CODE LISTS
COST CONTROL FILES -- SEE DATA PROCESSING COST CONTROL FILES
(DEPARTMENTAL ADDENDUM)
COST ESTIMATES -- SEE COST ESTIMATES
COST OF SALES -- SEE COST OF SALES AND TRANSFERS
COST REDUCTION SUMMARIES AND REPORTS
MONTHLY -- SEE COST REDUCTION SUMMARIES AND REPORTS
YEAR-END -- SEE COST REDUCTION SUMMARIES AND REPORTS
COST STANDARDS
PRODUCTION -- SEE COST STANDARDS
ALL OTHERS -- SEE COST STANDARDS
COSTS/RATES -- SEE WAREHOUSE RECORDS
CREDIT RECORDS
CUSTOMER ACCOUNT BALANCE (MONTHLY TABULATION) -- SEE CREDIT RECORDS
(DEPARTMENTAL ADDENDUM)
CUSTOMER FILES (EXCEPT DOUBTFUL) -- SEE CREDIT RECORDS (DEPARTMENTAL
ADDENDUM)
CUSTOMER FILES - DOUBTFUL -- SEE CREDIT RECORDS (DEPARTMENTAL
ADDENDUM)
OVERDUE LISTINGS (MONTHLY) -- SEE CREDIT RECORDS (DEPARTMENTAL
ADDENDUM)
REPORTS -- SEE CREDIT RECORDS (DEPARTMENTAL ADDENDUM)
CUSTOMER INVOICES -- SEE AMMUNITION TRANSACTION RECORDS (DEPARTMENTAL
ADDENDUM)/OR ALSO SEE FIREARMS TRANSACTION RECORDS (DEPARTMENTAL
ADDENDUM)
CUSTOMER ORDER FILES
DOMESTIC -- SEE CUSTOMER ORDER FILES
EXPORT -- SEE CUSTOMER ORDER FILES
CUSTOMER ORDERS -- SEE EXPERIMENTAL PRODUCT ORDERS (DEPARTMENTAL
ADDENDUM)

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CUSTOMER RETURNS - RETURN AUTHORIZATIONS -- SEE CUSTOMER RETURNS -
RETURN AUTHORIZATION
CUSTOMS - FOREIGN AND U.S. -- SEE CUSTOMS - FOREIGN AND U.S.
(DEPARTMENTAL ADDENDUM)
DAILY FINANCE RECORDS
CASH POSITION -- SEE DAILY FINANCE RECORDS (DEPARTMENTAL ADDENDUM)
DATA CONTROL SHEETS -- SEE DAILY FINANCE RECORDS (DEPARTMENTAL
ADDENDUM)
INVOICING DETAILS -- SEE DAILY FINANCE RECORDS (DEPARTMENTAL
ADDENDUM)
PAYMENTS -- SEE DAILY FINANCE RECORDS (DEPARTMENTAL ADDENDUM)
DATA FILED WITH IRS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)
DATA PROCESSING COST CONTROL FILES -- SEE DATA PROCESSING COST CONTROL
FILES (DEPARTMENTAL ADDENDUM)
DEAD BOOK -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
DEBIT/CREDIT REPORTS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
DEEDS -- SEE DEEDS
DEPARTMENTAL/DIVISIONAL REPORTS -- SEE REPORTS (DEPARTMENTAL ADDENDUM)
DEPOSITS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
DEPRECIATION RECORDS - RATES FILES -- SEE DEPRECIATION/FIXED ASSETS
DIARIES -- SEE APPOINTMENT BOOKS
DICTATION NOTES AND PADS -- SEE DICTATION NOTEBOOKS AND TAPES
DIRECTORIES AND LISTS -- SEE DIRECTORIES, INDEXES, AND LISTS
SINGLE COPY OF WHOLESALE DIRECTORIES -- SEE DIRECTORIES, INDEXES,
AND LISTS
DISCLOSURE DATA, EBS-1, ETC. -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)
DISCLOSURES -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)
DISTRIBUTION EXPENSE -- SEE FINISHED PRODUCT DISTRIBUTION EXPENSE
STATEMENTS (DEPARTMENTAL ADDENDUM)
DISTRIBUTORS AND REPRESENTATIVE RECORDS
CALL REPORTS
DISTRIBUTOR -- SEE CALL/TRADE/TRIP REPORTS
DEALER -- SEE CALL/TRADE/TRIP REPORTS
CORRESPONDENCE AND WORKING PAPERS -- SEE CORRESPONDENCE
REQUEST FOR APPOINTMENT -- SEE AGREEMENTS - DISTRIBUTOR/
REPRESENTATIVE
DIVIDEND FILES
DIVIDEND CHECKS -- SEE DIVIDEND FILES (DEPARTMENTAL ADDENDUM)/OR
ALSO SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
DIVIDEND ORDERS -- SEE DIVIDEND FILES (DEPARTMENTAL ADDENDUM)
DONATIONS, DUES AND CONTRIBUTION RECORDS -- SEE CONTRIBUTION, DONATION,
AND DUES RECORDS
DOUBLE OR DUPLICATE PAYMENT FILES -- SEE DOUBLE OR DUPLICATE PAYMENT
FILES (DEPARTMENTAL ADDENDUM)
DRAFTS -- SEE DRAFTS
DRAWINGS -- SEE DRAWINGS
DUPLICATE PAYMENT FILES -- SEE DOUBLE OR DUPLICATE PAYMENTS FILES
(DEPARTMENTAL ADDENDUM)
DU PONT REPORTS (CWA AND ENCON) -- SEE ENERGY CONSERVATION DATA

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EARNING IMPROVEMENT REPORTS -- SEE EARNING IMPROVEMENT REPORTS
(DEPARTMENTAL ADDENDUM)
EDUCATION -- SEE EMPLOYEE RECORDS (DEPARTMENTAL ADDENDUM)
EMPLOYEE EXPENSE FUND RECORDS
RECONCILIATION -- SEE RECONCILIATION OF ACCOUNTS (DEPARTMENTAL
ADDENDUM)
MONTHLY BALANCES -- SEE TRAVELING EXPENSE RECORDS
TRAVEL REPORTS -- SEE TRAVELING EXPENSE REPORTS
EMPLOYEE RECORDS
A&H INSURANCE RECORDS -- SEE INSURANCE RECORDS
ABSENCE/ATTENDANCE RECORDS -- SEE ABSENCE/ATTENDANCE RECORDS
ADDRESS, MARITAL STATUS, NEXT OF KIN, ETC. -- SEE ADDRESS, MARITAL
STATUS, NEXT OF KIN, ETC.
ADJUSTED SERVICE DATE (ASD) -- SEE ADJUSTED SERVICE DATE RECORDS
(ASD)
ALIEN RECORDS
APPLICATION FOR ALIEN EMPLOYMENT CERTIFICATION -- SEE ALIEN
RECORDS
PART A - STATEMENT OF QUALIFICATIONS OF ALIEN -- SEE ALIEN
RECORDS
PART B - JOB OFFER FOR ALIEN EMPLOYMENT -- SEE ALIEN RECORDS
CERTIFICATE OF ALIEN CLAIMING RESIDENCE IN THE UNITED STATES --
SEE ALIEN RECORDS
APPLICATION FOR EMPLOYMENT
APPLICATION OF A SUCCESSFUL APPLICANT FOR EMPLOYMENT -- SEE
QUALIFICATION RECORD
APPLICATION OF AN UNSUCCESSFUL APPLICANT FOR EMPLOYMENT -- SEE
QUALIFICATION RECORD
APPLICATION FOR AN UNSUCCESSFUL APPLICANT AS A TRAINEE -- SEE
QUALIFICATION RECORD
APPLICATIONS OR BIDS BY EMPLOYEE FOR PROMOTION WHICH ARE
UNSUCCESSFUL -- SEE QUALIFICATION RECORD
APPLICATIONS OR BIDS BY EMPLOYEE FOR TRAINING OR APPRENTICESHIP
WHICH ARE UNSUCCESSFUL -- SEE QUALIFICATION RECORD
APPLICATION FOR REPLACEMENT CHECK -- SEE APPLICATION FOR REPLACEMENT
CHECK
ATTACHMENT/GARNISHMENT ON PAY -- SEE ATTACHMENT/GARNISHMENT OF PAY
AUTHORIZED RECORD -- SEE AUTHORIZATION RECORD
BLOOD BANK AUTHORIZATION -- SEE BLOOD BANK AUTHORIZATION
BLOOD BANK MONTHLY CHANGE REPORT -- SEE REPORTS - ALL OTHER
CHANGE OF RATE/OCCUPATION -- SEE CHANGE OF RATE/OCCUPATION
COMMENDATIONS -- SEE COMMENDATIONS - INDIVIDUAL
COMPENSATION RECORDS
INCENTIVE (Formerly "B" Bonus) -- SEE COMPENSATION RECORDS -
INCENTIVE
LIST AND RECOMMENDATIONS -- SEE COMPENSATION RECORDS - INCENTIVE
SPECIAL (Formerly "A" Bonus) - FILED BY SPECIAL COMPENSATION
COMMITTEE -- SEE COMPENSATION RECORDS - SPECIAL

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EMPLOYEE RECORDS (CONTINUED)

CONSOLIDATED REVOLVING DOCUMENT (CRD)

G-101-2, G-101A-2 (OUTPUT) - EMPLOYEE PROFILE -- SEE CONSOLIDATED REVOLVING DOCUMENT
G-100-3 (INPUT) - SELECTED -- SEE CONSOLIDATED REVOLVING DOCUMENT
ALL OTHERS -- SEE CONSOLIDATED REVOLVING DOCUMENT
G-100A-3 (INPUT) -- SEE CONSOLIDATED REVOLVING DOCUMENT
G-100B-3 (INPUT) -- SEE CONSOLIDATED REVOLVING DOCUMENT
EMPLOYMENT RECORD (Form TR-9042) -- SEE CONSOLIDATED REVOLVING DOCUMENT
HISTORICAL AND ADDITIONAL DATA G-102 -- SEE CONSOLIDATED REVOLVING DOCUMENT
HISTORY CARD (Form G-167)
HARD COPIES -- SEE CONSOLIDATED REVOLVING DOCUMENT
MICROFILMED COPY -- SEE CONSOLIDATED REVOLVING DOCUMENT
SALARY AUTHORIZATION -- SEE CONSOLIDATED REVOLVING DOCUMENT
SALARY ROLL - CHANGE IN JOB LEVEL, TITLE, CLASSIFICATION OR EXEMPT STATUS -- SEE CONSOLIDATED REVOLVING DOCUMENT
TRANSFER, LEAVE OF ABSENCE, OR TERMINATION OF SALARY EMPLOYEE -- SEE CONSOLIDATED REVOLVING DOCUMENT
DEDUCTIONS (PAY) -- SEE DEDUCTION AUTHORIZATIONS - EMPLOYEE
DEFERRED PENSION RIGHT RECORDS
WORK PAPERS -- SEE PENSION RECORDS
APPLICATION -- SEE PENSION RECORDS
DENTAL ASSISTANCE PLAN
ENROLLMENT CARD (TR-9517) AND CHANGE CARD (TR-9516) -- SEE INSURANCE RECORDS
EXPERIENCE REPORTS -- SEE INSURANCE RECORDS
FAMILY COMPOSITION CARD (TR-9519) -- SEE INSURANCE RECORDS
INFORCE REPORTS -- SEE INSURANCE RECORDS
JOURNAL ENTRY VOUCHERS (JEV'S) -- SEE VOUCHERS
MASTER FILE -- SEE INSURANCE RECORDS
DISABILITY CLAIMS AND COMPENSATION RECORDS
ACCIDENT AND HEALTH INSURANCE -- SEE DISABILITY CLAIMS AND COMPENSATION RECORDS
LIFE INSURANCE -- SEE DISABILITY CLAIMS AND COMPENSATION RECORDS
DISABILITY REPORTS - MONTHLY -- SEE DISABILITY REPORTS
DISABILITY WAGE AUTHORIZATIONS -- SEE DISABILITY PAY AUTHORIZATION
DISCIPLINARY ACTION -- SEE DISCIPLINARY/PROBATION RECORDS
EARNINGS AND AUTHORIZED DEDUCTIONS FOR EMPLOYEE TRANSFERRED BETWEEN WAGE ROLL AND SALARY ROLL -- SEE EARNINGS AND AUTHORIZED DEDUCTIONS FOR EMPLOYEE TRANSFERRED BETWEEN WAGE ROLL AND WILMINGTON SALARY ROLL
EARNINGS AND TAX RECORD (Form G-389) -- SEE EARNINGS AND TAX RECORD
EARNINGS RECORDS
SALARY -- SEE SALARY RECORD CARD
WAGE -- SEE EARNINGS RECORDS
EMPLOYEE AGREEMENT -- SEE AGREEMENTS - EMPLOYEE AGREEMENTS
EMPLOYEE INITIATED TRANSFER REQUEST -- SEE TRANSFER REQUEST - EMPLOYEE INITIATED

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EMPLOYEE RECORDS (CONTINUED)

EMPLOYEE RELOCATION RECORDS

APPLICATION FOR LOAN UNDER EMPLOYEE RELOCATION POLICY -- SEE
RELOCATION RECORDS

CASE FILES -- SEE RELOCATION RECORDS

CHANGE OF RESIDENCE RESULTING FROM INTERSTATE TRANSFER -- SEE
RELOCATION RECORDS

EMPLOYEE REAL ESTATE ACQUISITION EXPENSE AND REIMBURSEMENT
REPORT -- SEE RELOCATION RECORDS

EMPLOYEE REAL ESTATE INFORMATION AND REQUEST FOR COMPANY APPRAISAL
OFFER -- SEE RELOCATION RECORDS

EMPLOYEE REAL ESTATE REIMBURSEMENT REPORT -- SEE RELOCATION
RECORDS

EMPLOYEE REAL ESTATE SALES -- SEE RELOCATION RECORDS

HOME PURCHASE ASSISTANCE LOAN NOTE -- SEE RELOCATION RECORDS

HOUSEHOLD GOODS MOVE ORDER -- SEE RELOCATION RECORDS

SALARY DEDUCTION AUTHORIZATION - HOME PURCHASE ASSISTANCE LOAN
REPAYMENT -- SEE RELOCATION RECORDS

SUMMARY OF MOVING EXPENSES -- SEE RELOCATION RECORDS

TAXABLE TRANSFER EXPENSE - REIMBURSEMENTS -- SEE RELOCATION
RECORDS

EMPLOYEE TRANSFER INFORMATION CANDIDATE FOR PERSONNEL REQUISITION --
SEE TRANSFER INFORMATION - EMPLOYEE CANDIDATE FOR PERSONNEL
REQUISITION

EMPLOYMENT RECORD - WAGE -- SEE EARNINGS RECORD/OR ALSO SEE
TERMINATION, TRANSFER, OR LEAVE OF ABSENCE FOR EMPLOYEES

EMPLOYMENT TERMINATION STATEMENT -- SEE TERMINATION REPORT - EMPLOYEE

EXEMPT PERSONNEL RATING REPORT -- SEE EXEMPT PERSONNEL RATING REPORT

EXIT INFORMATION -- SEE EXIT INFORMATION

GRIEVANCES/COMPLAINTS

INDIVIDUAL CASES -- SEE GRIEVANCES/COMPLAINTS

LOCATION'S MASTER FILE -- SEE GRIEVANCES/COMPLAINTS

GROUP INSURANCE RECORDS

A&H INSURANCE

EMPLOYEE'S STATEMENT OF HEALTH -- SEE EMPLOYEE RECORDS
(DEPARTMENTAL ADDENDUM)

GROUP A&H INSURANCE APPLICATION -- SEE INSURANCE RECORDS

NOTICE OF RECURRENCE OR TERMINATION OF CLAIM -- SEE INSURANCE
RECORDS

ORIGINAL NOTICE OF CLAIM -- SEE INSURANCE RECORDS

BLUE CROSS/BLUE SHIELD

GROUP APPLICATION -- SEE INSURANCE RECORDS

HOSPITAL-SURGICAL AUTHORIZATION EMPLOYEES -- SEE INSURANCE
RECORDS

CONTRIBUTORY AND NON-CONTRIBUTORY

BENEFICIARY DESIGNATION OF NOMINEE -- SEE INSURANCE RECORDS

EMPLOYEE'S STATEMENT OF HEALTH -- SEE INSURANCE RECORDS

GROUP LIFE INSURANCE APPLICATION AND DEDUCTION AUTHORIZATION --
SEE INSURANCE RECORDS

GROUP LIFE INSURANCE - PROOFS OF DEATH -- SEE INSURANCE RECORDS

NOTICE OF DEATH -- SEE INSURANCE RECORDS

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EMPLOYEE RECORDS (CONTINUED)

INTERVIEWS -- SEE INTERVIEWS

LIST OF SALARY CHANGES -- SEE SALARY AND WAGE INFORMATION PAYROLLS

MEDICAL RECORDS

APPLICANTS NOT EMPLOYED -- SEE MEDICAL RECORDS

DAILY LOG BOOK OR SHEETS -- SEE MEDICAL RECORDS

EMPLOYEES -- SEE MEDICAL RECORDS

NON-COMPANY PERSONNEL -- SEE MEDICAL RECORDS

SURVEYS OF PERSONNEL -- SEE MEDICAL RECORDS

MEDICAL STUDIES, REPORTS AND RELATED CORRESPONDENCE -- SEE MEDICAL
STUDIES, REPORTS AND RELATED CORRESPONDENCE

MILITARY SERVICE RECORDS -- SEE MILITARY SERVICE RECORDS

MONTHLY REPORT ON EMPLOYMENT REQUIREMENT -- SEE MONTHLY REPORT ON
EMPLOYMENT REQUIREMENTS

NON-EXEMPT PERSONNEL RATING REPORT -- SEE NON-EXEMPT PERSONNEL RATING
REPORT

PENSION RECORDS

ADDRESS, MARITAL STATUS, NEXT OF KIN, ETC. -- SEE ADDRESS, MARITAL
STATUS, NEXT OF KIN, ETC.

ADVICE OF ACTION -- SEE PENSION RECORDS

APPLICATION FOR PENSION OR PRE-RETIREMENT SURVIVOR PAYMENTS -- SEE
PENSION RECORDS

APPLICATION FOR POST RETIREMENT SURVIVOR PAYMENTS OR FOR PAYMENTS
TO CONTINGENT MINOR CHILDREN ON DEATH OF SPOUSE -- SEE PENSION
RECORDS

APPLICATION PHYSICAL EXAMINATION REPORT -- SEE PENSION RECORDS

AUTHORIZATION TO SECURE AWARD OR DISALLOWANCE INFORMATION -- SEE
PENSION RECORDS

BANK DEPOSIT REQUEST -- SEE PENSION RECORDS

BENEFICIARY INVESTIGATION -- SEE PENSION RECORDS

BLOOD BANK AUTHORIZATION -- SEE PENSION RECORDS

BLUE CROSS-BLUE SHIELD AUTHORIZATION - SEE PENSION RECORDS

CARD FILE -- SEE PENSION RECORDS

CHECK DEPOSIT REQUEST -- SEE PENSION RECORDS

DEFERRED PENSION RIGHT RECORDS

WORK PAPERS -- SEE PENSION RECORDS

APPLICATION -- SEE PENSION RECORDS

DESIGNATION OF BENEFICIARY - PRE AND POST RETIREMENT SURVIVOR
BENEFITS -- SEE PENSION RECORDS

FEDERAL AND STATE W-4'S -- SEE PENSION RECORDS

GROUP LIFE INSURANCE AUTHORIZATION -- SEE PENSION RECORDS

HISTORY CARD -- SEE PENSION RECORDS

JOINT AND SURVIVOR OPTION FORM -- SEE PENSION RECORDS

MISCELLANEOUS CORRESPONDENCE -- SEE PENSION RECORDS

PENSION FOLDER -- SEE PENSION RECORDS

PHOTOGRAPH OF PENSIONER -- SEE PENSION RECORDS

SPOUSE BENEFIT OPTION - POST RETIREMENT -- SEE PENSION RECORDS

SPOUSE BENEFIT OPTION - PRERETIREMENT COVERAGE -- SEE PENSION
RECORDS

TERMINATION DATA -- SEE PENSION RECORDS

TERMINATION OF PENSION PAYMENT -- SEE PENSION RECORDS

CORPORATE RECORDS RETENTION MANUAL
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EMPLOYEE RECORDS (CONTINUED)

VISITATION REPORTS -- SEE PENSION RECORDS
PERFORMANCE REVIEWS -- SEE PERFORMANCE APPRAISAL/EVALUATIONS
PERSONAL INJURY CARDS - LOST WORKDAY INJURIES -- SEE OCCUPATIONAL
DISABILITY FILE
PERSONAL INJURY REPORTS
AGREEMENT FOR COMPENSATION FOR DISABILITY -- SEE OCCUPATIONAL
DISABILITY FILE
EMPLOYER'S FIRST REPORT OF INJURY -- SEE OCCUPATIONAL DISABILITY
FILE
FATAL CLAIM PETITION FOR COMPENSATION BY DEPENDENTS OF DECEASED
EMPLOYEE -- SEE OCCUPATIONAL DISABILITY FILE
FINAL LOST WORKDAY INJURY REPORT -- SEE OCCUPATIONAL DISABILITY
FILE
FINAL SETTLEMENT RECEIPT -- SEE OCCUPATIONAL DISABILITY FILE
LOST WORKDAY INJURY REPORT -- SEE OCCUPATIONAL DISABILITY FILE
MEDICAL TREATMENT/FIRST AID -- SEE OCCUPATIONAL DISABILITY FILE
NOTICE OF COMPENSATION PAYABLE -- SEE OCCUPATIONAL DISABILITY FILE
PETITION FOR REVIEW OF COMPENSATION -- SEE OCCUPATIONAL DISABILITY
FILE
RECEIPT OF EMPLOYEE IN SETTLEMENT OF COMPENSATION -- SEE
OCCUPATIONAL DISABILITY FILE
RESTRICTED WORKDAY -- SEE OCCUPATIONAL DISABILITY FILE
SUPPLEMENTAL AGREEMENT FOR COMPENSATION FOR DISABILITY OR
PERMANENT INJURY -- SEE OCCUPATIONAL DISABILITY FILE
SURGEON'S PRELIMINARY REPORT -- SEE OCCUPATIONAL DISABILITY FILE
SURGEON'S PROGRESS REPORT -- SEE OCCUPATIONAL DISABILITY FILE
PHOTOGRAPH -- SEE PHOTOGRAPH - EMPLOYEE
POSITION DESCRIPTIONS -- SEE POSITION DESCRIPTIONS
PROBATION RECORDS (DISCIPLINARY ACTION) -- SEE DISCIPLINARY ACTION/
PROBATION RECORDS
PROMOTABILITY FORECAST -- SEE PROMOTABILITY FORECAST
QUARTERLY REPORT ON NEW HIRES -- SEE QUARTERLY REPORT ON NEW HIRES
RECOMMENDATION FOR SALARY CHANGE -- SEE RECOMMENDATION FOR SALARY
CHANGES
REPORT OF TERMINATION, TRANSFERS, OR LEAVES OF ABSENCE FOR WAGE ROLL
EMPLOYEES -- SEE REPORT OF TERMINATION, TRANSFERS, OR LEAVE OF
ABSENCE FOR WAGE ROLL EMPLOYEES
REQUEST FOR CHANGE IN SOCIAL SECURITY RECORDS -- SEE REQUEST FOR
CHANGE IN SOCIAL SECURITY RECORDS
REQUEST FOR DEPOSIT
SALARY CHECK -- SEE REQUEST FOR DEPOSIT
WAGE CHECK -- SEE REQUEST FOR DEPOSIT
REQUEST FOR SALARY ADJUSTMENT FOR TIME OFF WITHOUT PAY OR MILITARY
TRAINING PART PAY -- SEE REQUEST FOR SALARY ADJUSTMENT FOR TIME
OFF WITHOUT PAY OR MILITARY TRAINING PART PAY
SALARY ALLOTMENT INSURANCE PLAN -- SEE SALARY ALLOTMENT INSURANCE
PLAN
SALARY RECORD CARD -- SEE SALARY RECORD CARD
SERVICE PIN RECORDS -- SEE SERVICE PIN RECORDS
SPECIAL REMUNERATION -- SEE SPECIAL REMUNERATION RECORDS

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EMPLOYEE RECORDS (CONTINUED)

STATEMENT OF HEALTH (FORM GR-818) -- SEE EMPLOYEE RECORDS
(DEPARTMENTAL ADDENDUM)

SUGGESTIONS

ADOPTED AND REJECTED -- SEE SUGGESTIONS - ADOPTED AND REJECTED
LOG OR REGISTER OF SUGGESTIONS -- SEE SUGGESTIONS - ADOPTED AND
REJECTED

TAX RECORDS

AGREEMENT TO WITHHOLD ADDITIONAL INCOME TAX (Name of State)

INCOME TAX -- SEE TAX RECORDS

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE -- SEE TAX RECORDS

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE -- SEE TAX RECORDS

EXEMPTION FROM WITHHOLDING (OF FEDERAL INCOME TAX) -- SEE TAX
RECORDS

FEDERAL WITHHOLDING TAX STATEMENT W-2 -- SEE TAX RECORDS

LIST CONTAINED ON COMPUTER TAPE -- SEE TAX RECORDS

REISSUED W-2'S -- SEE TAX RECORDS

TAX EXEMPT DISABILITY REPORT -- SEE DISABILITY REPORTS

WAGE ROLL -- SEE DISABILITY REPORTS

TEST RESULTS -- SEE TEST RESULTS

TESTING LOG (SCORES ONLY) -- SEE TESTING LOG

THRIFT PLAN RECORDS

AUTHORIZATION FOR SUSPENSION, PARTIAL WITHDRAWAL OR TERMINATION
FROM THRIFT PLAN -- SEE THRIFT PLAN RECORDS

BENEFICIARY DESIGNATION -- SEE THRIFT PLAN RECORDS

DELIVERY ADDRESS -- SEE THRIFT PLAN RECORDS

PARTICIPATION AND DEDUCTION AUTHORIZATION -- SEE THRIFT PLAN
RECORDS

TRAVELING EXPENSE RECORDS

MEMORANDUM OF TRAVELING EXPENSE - INTERVIEW TRIP -- SEE TRAVELING
EXPENSE RECORDS

SUMMARY OF TRAVELING EXPENSE REPORTS -- SEE TRAVELING EXPENSE
RECORDS

TRAVELING EXPENSES ADVANCES -- SEE TRAVELING EXPENSE RECORDS

TRAVELING EXPENSE REPORTS -- SEE TRAVELING EXPENSE RECORDS

TUITION REFUND RECORDS -- SEE TUITION REFUND RECORDS

UNEMPLOYMENT COMPENSATION

FILES - GENERAL -- SEE UNEMPLOYMENT COMPENSATION

REPORTS -- SEE UNEMPLOYMENT COMPENSATION

VACATION CARRYOVER FORMS -- SEE VACATIONS

VACATION SCHEDULES -- SEE VACATIONS

WEEKLY TIME REPORT

HOURS WORKED BUT NO FINANCIAL DATA -- SEE TIME REPORTS

HOURS WORKED PLUS AUTHORIZATIONS FOR DISABILITY OR OTHER

PAYMENTS, RATES AND CODES -- SEE TIME REPORTS

LIMITED SERVICE EMPLOYEES -- SEE TIME REPORTS

TIME REPORT DETAIL -- SEE TIME REPORTS

WELFARE FUNDS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

ENERGY -- SEE ENERGY RECORDS

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ENERGY CONSERVATION DATA

REPORTS - DU PONT -- SEE ENERGY CONSERVATION DATA

SUPPORTING DATA -- SEE ENERGY CONSERVATION DATA

ENERGY RECORDS -- SEE ENERGY RECORDS

ENGINEERING STUDIES AND REPORTS -- SEE ENGINEERING STUDIES AND REPORTS

ENVIRONMENTAL CONTROL RECORDS

INCIDENT REPORTS -- SEE ENVIRONMENTAL CONTROL RECORDS

MANPOWER EXPOSURE RECORDS -- SEE ENVIRONMENTAL CONTROL RECORDS

MONITORING RECORDS AND REPORTS

ANALYSES AND RESULTS DETERMINED AS REQUIRED IN PERMIT RELATING TO
DISPOSAL OF LIQUID WASTES, SOLID WASTES, AIR EMISSIONS AND
NOISE -- SEE ENVIRONMENTAL CONTROL RECORDS

ANALYSES AND RESULTS DETERMINED OF THOSE CONDITIONS IN AREAS WHERE
MATERIALS ARE USED WHICH REQUIRE MONITORING FOR LIMIT CONTROL
OF POLLUTANTS HAVING POTENTIAL EFFECT ON EMPLOYEES HEALTH,
AS REQUIRED BY ENVIRONMENTAL PROTECTION AGENCY AND STATE EPA
REGULATIONS -- SEE ENVIRONMENTAL CONTROL RECORDS (DEPARTMENTAL
ADDENDUM)

STATE APPROVALS -- SEE ENVIRONMENTAL CONTROL RECORDS

STATE POLLUTION CONTROL PERMITS -- SEE ENVIRONMENTAL CONTROL RECORDS

STUDIES -- SEE ENVIRONMENTAL CONTROL RECORDS

TOXIC SUBSTANCES CONTROL ACT (TSCA)

ADVERSE REACTION COMPLAINT

EMPLOYEES -- SEE ENVIRONMENTAL CONTROL RECORDS

OTHERS -- SEE ENVIRONMENTAL CONTROL RECORDS

GENERAL -- SEE ENVIRONMENTAL CONTROL RECORDS

INVENTORY OF EXISTING CHEMICALS -- SEE ENVIRONMENTAL CONTROL
RECORDS

NOTIFICATION OF SUBSTANTIAL RISKS -- SEE ENVIRONMENTAL CONTROL
RECORDS

PREMANUFACTURE NOTIFICATION -- SEE ENVIRONMENTAL CONTROL RECORDS

PROPOSED REGULATIONS -- SEE ENVIRONMENTAL CONTROL RECORDS

REGULATION OF CHEMICAL SUBSTANCES -- SEE ENVIRONMENTAL CONTROL
RECORDS

TOXICOLOGICAL REPORTS, STUDIES, AND SUMMARIES -- SEE ENVIRONMENTAL
CONTROL RECORDS

VIOLATIONS OF LAWS OR REGULATIONS ALLEGED BY GOVERNMENTAL AUTHORITIES
- CORRESPONDENCE, HEARINGS, RULINGS, ETC. - SHORT OF LITIGATION --
SEE ENVIRONMENTAL CONTROL RECORDS

EQUAL EMPLOYMENT OPPORTUNITIES - E.E.O. RECORDS

AFFIRMATIVE ACTION PROGRAMS -- SEE EQUAL EMPLOYMENT OPPORTUNITIES
E.E.O. RECORDS

MINORITY/FEMALE, HANDICAPPED, VETERANS -- SEE EQUAL EMPLOYMENT
OPPORTUNITIES E.E.O. RECORDS

APPLICANT FLOW LOG -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O.
RECORDS

AUDIT REPORTS - INTERNAL -- SEE EQUAL EMPLOYMENT OPPORTUNITIES
E.E.O. RECORDS

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EQUAL EMPLOYMENT OPPORTUNITIES - E.E.O. RECORDS (CONTINUED)

COMPLIANCE REVIEWS BY GOVERNMENT AGENCIES

ALL CORRESPONDENCE ON ROUTINE REVIEWS WHERE SITE JUDGED "IN COMPLIANCE" -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS
SPECIFIC CORRESPONDENCE INDICATING "IN COMPLIANCE", "SHOWING OF GOOD-FAITH EFFORT", ETC. -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

ALL CORRESPONDENCE ON REVIEWS WHERE "NON-COMPLIANCE" JUDGMENT RECEIVED OF WHERE POTENTIAL EXISTS FOR SUCH A JUDGMENT -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

E.E.O. DISCRIMINATION CHARGES

ALL PERTINENT INFORMATION ON INVESTIGATION -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

CONCILIATED CASES - ALL PERTINENT INFORMATION ON CHARGE, INVESTIGATION AND TERMS OF AGREEMENT -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

GOVERNMENT OR CIVIL ACTION SUITS RESULTING FROM E.E.O. DISCRIMINATION CHARGES

ALL PERTINENT INFORMATION ON ORIGINAL DISCRIMINATION CHARGE, INVESTIGATION: INTERROGATORIES AND OTHER MATERIAL DEVELOPED DURING DEFENSE OF CASE -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

DETERMINATION OF COURT ACTIONS IMPORTANT DOCUMENTS TRACKING HISTORY OF ACTION AND FINAL COURT DECISION -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

REGULATIONS -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

SEMI-ANNUAL REPORTS

SITES AND COMPANY -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

CONSOLIDATED REPORT -- SEE EQUAL EMPLOYMENT OPPORTUNITIES E.E.O. RECORDS

EQUIPMENT RECORDS

BLUEPRINTS AND PHOTOGRAPHS (VENDORS') -- SEE BLUEPRINTS/OR ALSO SEE EQUIPMENT RECORDS

CORRESPONDENCE, DESCRIPTIONS, PARTS LISTS, SPECIFICATIONS, WARRANTIES, ETC. -- SEE EQUIPMENT RECORDS

INSPECTION RECORDS -- SEE EQUIPMENT RECORDS

LISTS OF EQUIPMENT -- SEE EQUIPMENT RECORDS

MANUFACTURER (Source File) -- SEE EQUIPMENT RECORDS

ESSENTIAL MATERIALS

RECORDS, REPORTS, INVENTORIES -- SEE ESSENTIAL MATERIALS

SPECIFICATIONS, CORRESPONDENCE, ETC. -- SEE ESSENTIAL MATERIALS

EXCHANGE RATES -- SEE FOREIGN EXCHANGE RATES

EXCISE TAX REFUND CLAIMS -- SEE EXCISE TAX REFUND CLAIMS

EXCISE TAX RETURNS AND WORK PAPERS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)

EXECUTIVE COMMITTEE REPORTS

ANNUAL -- SEE REPORTS - TO EXECUTIVE COMMITTEE

QUARTERLY - JANUARY TO NOVEMBER -- SEE REPORTS - TO EXECUTIVE COMMITTEE

QUARTERLY - DECEMBER -- SEE REPORTS - TO EXECUTIVE COMMITTEE

CORPORATE RECORDS RETENTION MANUAL
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EXECUTIVE COMMITTEE REPORTS (CONTINUED)

GENERAL - ALL OTHER -- SEE REPORTS
EXPENSE COMPARISON REPORTS -- SEE EXPENSE COMPARISON REPORTS
(DEPARTMENTAL ADDENDUM)
EXPENSE DATA -- SEE EXPENSE DETAIL RECORDS (DEPARTMENTAL ADDENDUM)/OR
ALSO SEE EXPENSE SHEETS (DEPARTMENTAL ADDENDUM)
EXPENSE DETAIL RECORDS -- SEE EXPENSE DETAIL RECORDS (DEPARTMENTAL
ADDENDUM)
EXPENSE DISTRIBUTION FILES -- SEE EXPENSE DISTRIBUTION FILES
(DEPARTMENTAL ADDENDUM)
EXPENSE SHEETS -- SEE EXPENSE SHEETS (DEPARTMENTAL ADDENDUM)
EXPERIMENTAL PRODUCT ORDERS -- SEE EXPERIMENTAL PRODUCT ORDERS
(DEPARTMENTAL ADDENDUM)
EXPORT RECORDS
LICENSES -- SEE CUSTOMER ORDER FILES
ORDER FILE -- SEE CUSTOMER ORDER FILES
PROOF OF EXPORT -- SEE CUSTOMER ORDER FILES
EXPOSURE RECORDS -- SEE ENVIRONMENTAL CONTROL RECORDS (DEPARTMENTAL
ADDENDUM AND CORPORATE A - Z)
FEDERAL FIREARMS LICENSES -- SEE FEDERAL FIREARMS LICENSES
(DEPARTMENTAL ADDENDUM)
FEDERAL INCOME AND EXCISE TAX AUDITS -- SEE TAX RECORDS (DEPARTMENTAL
ADDENDUM)
FEDERAL INCOME AND EXCISE TAX REFUND AND CLAIMS -- SEE TAX RECORDS
(DEPARTMENTAL ADDENDUM)
FEDERAL INCOME TAX RETURN, OFFICIAL FILE COPY -- SEE TAX RECORDS
(DEPARTMENTAL ADDENDUM)
FIELD REPORTS -- SEE CALL/TRADE/TRIP REPORTS
FINANCIAL DATA/INFORMATION -- SEE COMPETITIVE RECORDS (DEPARTMENTAL
ADDENDUM)/OR SEE EARNINGS IMPROVEMENT REPORTS (DEPARTMENTAL
ADDENDUM)/OR SEE RECONCILIATION OF ACCOUNTS (DEPARTMENTAL ADDENDUM)
FINANCIAL RECORDS -- SEE BALANCE SHEET (DEPARTMENTAL ADDENDUM)/OR SEE
CONSOLIDATED RECORDS (DEPARTMENTAL ADDENDUM)/OR SEE FINANCIAL
STATEMENTS (DEPARTMENTAL ADDENDUM)/OR ALSO SEE SUBSIDIARY RECORDS
(DEPARTMENTAL ADDENDUM)
FINANCIAL STATEMENTS -- SEE FINANCIAL STATEMENTS (DEPARTMENTAL
ADDENDUM)
FINISHED PRODUCT DISTRIBUTION EXPENSE STATEMENTS -- SEE FINISHED
PRODUCT DISTRIBUTION EXPENSE STATEMENTS (DEPARTMENTAL ADDENDUM)
FINISHED PRODUCT TO WAREHOUSE -- SEE FINISHED PRODUCT TO WAREHOUSE
FIREARMS REPAIRS -- SEE REPAIR GUNS RECORDS (DEPARTMENTAL ADDENDUM)
FIREARMS TRANSACTION RECORDS -- SEE FIREARMS TRANSACTION RECORDS
(DEPARTMENTAL ADDENDUM)
FIVE-YEAR REPORTS -- SEE GOVERNMENTAL REPORTS (DEPARTMENTAL ADDENDUM)
FIXED ASSETS
ABANDONMENTS IN PLACE -- SEE FIXED ASSETS RECORDS
APPRAISALS - PLANT -- SEE FIXED ASSETS (DEPARTMENTAL ADDENDUM)
CODE MANUAL -- SEE FIXED ASSETS RECORDS
REQUEST FOR CODE CHANGES -- SEE FIXED ASSETS RECORDS
CONTROL RECORDS -- SEE FIXED ASSETS RECORDS
CONTROL REGISTERS -- SEE FIXED ASSETS RECORDS

CORPORATE RECORDS RETENTION MANUAL
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FIXED ASSETS (CONTINUED)

DEPRECIATION ACCRUAL LISTS

YEAR END -- SEE FIXED ASSETS RECORDS

ALL OTHERS -- SEE FIXED ASSETS RECORDS

DEPRECIATION AND INVESTMENT FORECASTS - DISTRIBUTION TO PRODUCT GROUPS, PROFIT CENTERS, OR OTHER -- SEE FIXED ASSETS RECORDS

ANNUAL DEPRECIATION RATE STUDY -- SEE FIXED ASSETS RECORDS

DISMANTLEMENT AGREEMENT -- SEE AGREEMENTS

INVENTORIES - 10-YEAR PHYSICAL -- SEE FIXED ASSETS RECORDS

FURNITURE AND FIXTURES AND SUNDRY ITEMS -- SEE FIXED ASSETS RECORDS - SUNDRY ITEM LIST

INVESTMENT DATA -- SEE FIXED ASSETS RECORDS

LETTERS OF ADJUSTMENT -- SEE FIXED ASSETS RECORDS

PLANT INVESTMENT AND RELATED DEPRECIATION RESERVE -- SEE FIXED ASSETS RECORDS

POLLUTION INVESTMENT DATA -- SEE FIXED ASSETS RECORDS

PROJECTS - GENERAL -- SEE FIXED ASSETS RECORDS

PURCHASE ORDERS -- SEE FIXED ASSETS RECORDS

SUMMARIES

YEAR END -- SEE FIXED ASSETS RECORDS - SUMMARY BY ACCOUNT

ALL OTHERS -- SEE FIXED ASSETS RECORDS - SUMMARY BY ACCOUNT

TRIAL BALANCE

YEAR END -- SEE FIXED ASSETS RECORDS

ALL OTHERS -- SEE FIXED ASSETS RECORDS

UNIT LISTS -- SEE FIXED ASSETS RECORDS

VOUCHER LISTS -- SEE FIXED ASSETS RECORDS

FLIGHT CONFIRMATION -- SEE AIRCRAFT FLIGHT CONFIRMATION (DEPARTMENTAL ADDENDUM)

FOLDERS -- SEE INSTRUCTION FOLDERS FOR CUSTOMERS (REMINGTON) (DEPARTMENTAL ADDENDUM)

FORECASTS

CONSTRUCTION

NO. 1 AND NO. 2 FORECASTS -- SEE FORECASTS

DATA AND SCHEDULE SHEETS -- SEE FORECASTS

EARNINGS, PERSONNEL, PRODUCT, PRODUCTION, RAW MATERIALS, SALES, ETC.

SHORT RANGE: DAY, WEEK -- SEE FORECASTS

MONTH, QUARTER, YEAR -- SEE FORECASTS

LONG RANGE -- SEE FORECASTS

FINANCIAL -- SEE FORECASTS

MISCELLANEOUS FORECASTS -- SEE FORECASTS

PENSION EXPENSE/CONTRIBUTION -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

FOREIGN EXCHANGE RECORDS -- SEE FOREIGN EXCHANGE RECORDS (DEPARTMENTAL ADDENDUM)

FOREIGN TAX CREDIT/RECEIPTS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)

FORWARDERS RECORDS - CORRESPONDENCE, WORKING PAPERS -- SEE CORRESPONDENCE

FRANCHISE AND INCOME TAX -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)

FREIGHT BILLS -- SEE FREIGHT BILLS

FREIGHT RATES INFORMATION -- SEE FREIGHT RATES

CORPORATE RECORDS RETENTION MANUAL
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GENERAL LEDGER RECORDS -- SEE GENERAL LEDGER RECORDS (DEPARTMENTAL ADDENDUM)
GOVERNMENT -- SEE GOVERNMENT REPORTS (DEPARTMENTAL ADDENDUM)
GOVERNMENT, INTERNAL REVENUE SERVICE -- SEE COMPUTER RECORDS (DEPARTMENTAL ADDENDUM)
GOVERNMENT REPORTS
ANNUAL, QUARTERLY AND MONTHLY REPORTS -- SEE GOVERNMENT REPORTS (DEPARTMENTAL ADDENDUM)
CENSUS OF MANUFACTURES -- SEE CENSUSES OF BUSINESS, MANUFACTURING, AND MINERAL INDUSTRIES REPORTS
FIVE-YEAR REPORTS -- SEE GOVERNMENT REPORTS (DEPARTMENTAL ADDENDUM)
LINE OF BUSINESS REPORT -- SEE GOVERNMENT REPORTS (DEPARTMENTAL ADDENDUM)
SEC -- SEE GOVERNMENT REPORTS (DEPARTMENTAL ADDENDUM)
ALL OTHERS (EXCEPT RENEGOTIATION AND TAX) -- SEE GOVERNMENTAL REPORTS (DEPARTMENTAL ADDENDUM)
GROUP INSURANCE -- SEE EMPLOYEE RECORDS (DEPARTMENTAL ADDENDUM)
IMPORT - DUTIES, QUOTES, REGULATIONS -- SEE IMPORT - DUTIES, QUOTES, REGULATIONS
INFORMATION RETURNS (FORMS 959, 2952, 1042) -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
INSTRUCTION FOLDERS FOR CUSTOMERS (REMINGTON) -- SEE INSTRUCTION FOLDERS FOR CUSTOMERS (REMINGTON) (DEPARTMENTAL ADDENDUM)
INSURANCE FILES
ACCIDENT REPORTS (FIELD REPRESENTATIVES) -- SEE ACCIDENT REPORTS
CORRESPONDENCE -- SEE CORRESPONDENCE
INSURANCE CERTIFICATES -- SEE INSURANCE CERTIFICATE - CONTRACTORS POLICIES -- SEE INSURANCE FILES (DEPARTMENTAL ADDENDUM)
REPORTS -- SEE INSURANCE FILES (DEPARTMENTAL ADDENDUM)
INTERNAL REVENUE SERVICE -- SEE COMPUTER RECORDS (DEPARTMENTAL ADDENDUM)/OR SEE PENSION FILES (DEPARTMENTAL ADDENDUM)/OR ALSO SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
INVENTION REPORTS -- SEE PATENT FILES (DEPARTMENTAL ADDENDUM)
INVENTORIES
INVENTORY COMPARISON REPORT -- SEE INVENTORIES
KEY LISTING -- SEE LOGS
OFFICIAL INVENTORIES -- SEE INVENTORIES
RECONCILIATIONS -- SEE INVENTORIES
INVOICES -- SEE AMMUNITION TRANSACTION RECORDS (DEPARTMENTAL ADDENDUM)/OR ALSO SEE FIREARMS TRANSACTION RECORDS (DEPARTMENTAL ADDENDUM)
INCOMING -- SEE INVOICES
OUTGOING -- SEE INVOICES
INVOICING -- SEE DAILY FINANCE RECORDS (DEPARTMENTAL ADDENDUM)
JOB OPENINGS - JOB POSTINGS, NOTICES -- SEE JOB POSTING
JOURNAL -- SEE GENERAL LEDGER RECORDS (DEPARTMENTAL ADDENDUM)
LABELS AND TAGS -- SEE LABELS AND TAGS (DEPARTMENTAL ADDENDUM)
CORRESPONDENCE, WORKING PAPERS -- SEE CORRESPONDENCE
LABOR RELATIONS
AGREEMENTS -- SEE LABOR RELATIONS
ARBITRATION CASES -- SEE LABOR RELATIONS
CIVIL RIGHTS CLAIMS -- SEE LABOR RELATIONS

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LABOR RELATIONS (CONTINUED)

FAIR LABOR STANDARDS ACT RECORDS
EXEMPT -- SEE LABOR RELATIONS
NON-EXEMPT (SALARY AND WAGE ROLL) -- SEE LABOR RELATIONS
PETITIONS FOR UNION REPRESENTATION AND DECISIONS -- SEE LABOR RELATIONS
STRIKES AND WORK STOPPAGES - CASE FILES -- SEE LABOR RELATIONS
UNFAIR LABOR PRACTICE CHARGES -- SEE LABOR RELATIONS
UNION
ACTIVITIES - GENERAL FILE -- SEE UNION RECORDS
CONTACT REPORTS -- SEE UNION RECORDS
MEETINGS WITH MANAGEMENT -- SEE UNION RECORDS
MEMBERSHIP LISTS -- SEE UNION RECORDS
LAWS -- SEE LAWS (DEPARTMENTAL ADDENDUM)
LICENSES -- SEE FEDERAL FIREARMS LICENSES (DEPARTMENTAL ADDENDUM)
LIFE INSURANCE -- SEE EMPLOYEE RECORDS (DEPARTMENTAL ADDENDUM)
LIFO RECORDS -- SEE LIFO RECORDS
LINE OF BUSINESS REPORT -- SEE GOVERNMENT REPORTS (DEPARTMENTAL ADDENDUM)
LISTINGS/TABULATIONS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)/OR
SEE CREDIT RECORDS (DEPARTMENTAL ADDENDUM)/OR SEE DIVIDEND FILES
(DEPARTMENTAL ADDENDUM)/OR SEE SALES RECORDS (DEPARTMENTAL
ADDENDUM)/OR SEE U.S. SAVINGS BONDS RECORDS (DEPARTMENTAL ADDENDUM)/
OR SEE VISITORS (DEPARTMENTAL ADDENDUM)/OR ALSO SEE WAREHOUSE STOCK
LISTS (DEPARTMENTAL ADDENDUM)
LITIGATION RECORDS
ANTITRUST -- SEE LITIGATION RECORDS (DEPARTMENTAL ADDENDUM)
OTHER -- SEE LITIGATION RECORDS (DEPARTMENTAL ADDENDUM)
MACHINE - SENSIBLE RECORD RETENTION, IRS -- SEE COMPUTER RECORDS
(DEPARTMENTAL ADDENDUM)
MANPOWER EXPOSURE RECORDS -- SEE ENVIRONMENTAL CONTROL RECORDS
(DEPARTMENTAL ADDENDUM)/OR SEE OCCUPATIONAL SAFETY AND HEALTH ACT
(OSHA) RECORDS (CORPORATE A - Z)
MANUFACTURING STANDARDS -- SEE STANDARDS - ENGINEERING OPERATING,
MANUFACTURING SPECIFICATIONS, ETC. (DEPARTMENTAL ADDENDUM)
MARKETING RECORDS
CORRESPONDENCE -- SEE CORRESPONDENCE
REPORTS AND MARKET RESEARCH -- SEE MARKET RESEARCH REPORTS AND
STUDIES
MASTER TRADE REPORTS -- SEE CALL/TRADE/TRIP REPORTS
FINAL REPORT -- SEE CALL/TRADE/TRIP REPORTS
MASTERS -- SEE MASTERS
MEETINGS
CORPORATE RECORDS -- SEE MEETINGS (DEPARTMENTAL ADDENDUM)
OPERATIONS COMMITTEES -- SEE MEETINGS (DEPARTMENTAL ADDENDUM)
PRODUCT SAFETY SUBCOMMITTEE -- SEE MEETINGS (DEPARTMENTAL ADDENDUM)
ALL OTHERS, MINUTES, REPORTS, WORKING PAPERS -- SEE MEETINGS
MONITORING OF POLLUTANTS -- SEE ENVIRONMENTAL CONTROL RECORDS
(DEPARTMENTAL ADDENDUM)
MONTH-END JOURNAL -- SEE GENERAL LEDGER RECORDS (DEPARTMENTAL ADDENDUM)
NEW HIRES -- SEE QUARTERLY REPORT OF NEW HIRES (DEPARTMENTAL ADDENDUM)

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NEW VENTURE RECORDS -- SEE NEW VENTURES
NOTES PAYABLE -- SEE PROMISSORY NOTES (DEPARTMENTAL ADDENDUM)
NOTICES -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)
OCCUPATIONAL SAFETY AND HEALTH ACT
 COMPLAINTS/REVIEWS -- SEE OCCUPATIONAL SAFETY AND HEALTH ACT
 (OSHA) RECORDS
 DIRECTIVES -- SEE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)
 RECORDS
 INSPECTIONS -- SEE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)
 RECORDS
 MATERIAL AND EQUIPMENT GENERAL CORRESPONDENCE -- SEE OCCUPATIONAL
 SAFETY AND HEALTH ACT (OSHA) RECORDS
 MATERIAL AND EQUIPMENT SAFETY CLEARANCES -- SEE OCCUPATIONAL
 SAFETY AND HEALTH ACT (OSHA) RECORDS
 MATERIAL SAFETY DATA SHEETS (MSDS) AND SUPPORTING DATA -- SEE
 OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) RECORDS
 OSHA RECORDS -- SEE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)
 RECORDS
POTENTIAL EXPOSURES
 ASBESTOS
 MONITORING RECORDS - PERSONAL AND WORKPLACE -- SEE
 OCCUPATIONAL SAFETY AND HEALTH ACT - POTENTIAL EXPOSURES
CARCINOGENS
 EMPLOYEE ROSTERS -- SEE OCCUPATIONAL SAFETY AND HEALTH ACT -
 POTENTIAL EXPOSURES
 MONITORING RECORDS -- SEE OCCUPATIONAL SAFETY AND HEALTH ACT -
 POTENTIAL EXPOSURES
 IF REQUIRED BY REGULATIONS -- SEE OCCUPATIONAL SAFETY AND
 HEALTH ACT - POTENTIAL EXPOSURES
 NOT SPECIFIED BY REGULATIONS -- SEE OCCUPATIONAL SAFETY AND
 HEALTH ACT - POTENTIAL EXPOSURES
 REQUIRED REPORTS -- SEE OCCUPATIONAL SAFETY AND HEALTH ACT -
 POTENTIAL EXPOSURES
 OTHER MONITORING RECORDS -- SEE OCCUPATIONAL SAFETY AND HEALTH
 ACT - POTENTIAL EXPOSURES
 VIOLATIONS -- SEE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)
 RECORDS
OPERATING INCOME STATEMENTS -- SEE CONSOLIDATED RECORDS (DEPARTMENTAL
ADDENDUM)
OPERATIONS COMMITTEE MEETINGS -- SEE MEETINGS (DEPARTMENTAL ADDENDUM)
OPERATIONS INFORMATION -- SEE AIRCRAFT FLIGHT CONFIRMATION
(DEPARTMENTAL ADDENDUM)
ORDER STATUS REPORTS -- SEE ORDER FILES
ORGANIZATION CHARTS
 COMPANY -- SEE ORGANIZATION CHARTS
 ALL OTHER -- SEE ORGANIZATION CHARTS
ORGANIZATION NOTICES -- SEE ORGANIZATION CHANGE NOTICES
OUTSIDE INTEREST AND CONFLICT OF INTEREST AND BUSINESS ETHICS -- SEE
 OUTSIDE INTEREST AND CONFLICT OF INTEREST AND BUSINESS ETHICS
OVERTIME SHEETS -- SEE OVERTIME SHEETS (DEPARTMENTAL ADDENDUM)

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PATENT FILES

APPLICATIONS -- SEE PATENT RECORDS

INVENTIONS REPORT - PATENT FILES (DEPARTMENTAL ADDENDUM)

PATENTS -- SEE PATENT FILES (DEPARTMENTAL ADDENDUM)

SINGLE COPY OF EACH PATENT -- SEE PATENT FILES (DEPARTMENTAL
ADDENDUM)

PATENTS DEDICATED TO THE PUBLIC OR ABANDONED -- SEE PATENT FILES
(DEPARTMENTAL ADDENDUM)

PAYMENTS -- SEE DAILY FINANCE RECORDS (DEPARTMENTAL ADDENDUM)/OR SEE
DOUBLE OR DUPLICATE PAYMENT FILES (DEPARTMENTAL ADDENDUM)/OR SEE
PENSION FILES (DEPARTMENTAL ADDENDUM)

PAYROLL CHECKS, UNCLAIMED -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)

PAYROLL RECORDS -- SEE PAYROLL RECORDS (DEPARTMENTAL ADDENDUM)

PAYROLLS -- SEE PAYROLL RECORDS (DEPARTMENTAL ADDENDUM)

PENSION COSTS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

PENSION FILES

ANNUAL REPORTS AND PROXY STATEMENTS, DISCLOSURES, ETC. -- SEE
PENSION FILES (DEPARTMENTAL ADDENDUM)

BOARD OF BENEFITS AND PENSIONS - REPORTS, ETC. -- SEE PENSION FILES
(DEPARTMENTAL ADDENDUM)

COMPARATIVE PENSION COSTS -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)

CONTINUITY OF SERVICE RULES - REPORTS AND ACTIONS -- SEE PENSION
FILES (DEPARTMENTAL ADDENDUM)

EMPLOYEE AND PENSIONER STATISTICAL DATA PROVIDED TO DU PONT -- SEE
PENSION FILES (DEPARTMENTAL ADDENDUM)

FORECAST PENSION EXPENSE AND CONTRIBUTIONS - BOARD REPORT AND ACTION
-- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

IRS

APPLICATIONS AND RULINGS -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)

DATA FILED WITH RETURNS -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)

INCREASE IN PENSIONER PAYMENTS - BOARD REPORTS AND ACTIONS -- SEE
PENSION FILES (DEPARTMENTAL ADDENDUM)

MISCELLANEOUS BOARD REPORTS AND ACTIONS

QUARTERLY OPERATIONS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

INVESTMENT POLICY -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

PENSION ACCRUAL RATE DATA - BOARD REPORTS AND ACTION -- SEE PENSION
FILES (DEPARTMENTAL ADDENDUM)

PENSION PAYMENTS

MONTHLY RECORD -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

SPECIAL PAYMENTS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

PENSION PLAN AND AMENDMENTS - BOARD REPORTS AND ACTION -- SEE PENSION
FILES (DEPARTMENTAL ADDENDUM)

PENSION VALUATION - IBM TABS AND WORKPAPERS -- SEE PENSION FILES
(DEPARTMENTAL ADDENDUM)

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PENSION FILES (CONTINUED)

REGULATIONS OF EMPLOYEE WELFARE FUNDS

FEDERAL

DISCLOSURE DATA - EBS-1, ETC. -- SEE PENSION FILES
(DEPARTMENTAL ADDENDUM)

ERISA DATA - FORM 5500, ETC. -- SEE PENSION FILES
(DEPARTMENTAL ADDENDUM)

SEC DATA -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

PENSIONERS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

PENSION PLAN -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

PENSION PAYMENTS, MONTHLY AND SPECIAL -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)

PENSION VALUATION -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)

PERFORMANCE -- SEE PERFORMANCE REPORTS

PERMITS -- SEE PRODUCT FILES (DEPARTMENTAL ADDENDUM)

PETTY CASH REPORTS -- SEE PETTY CASH REPORTS (DEPARTMENTAL ADDENDUM)

PHOTOGRAPHS -- SEE PHOTOGRAPH - EMPLOYEE

PLANS AND PROGRAMS -- SEE PLANS AND PROGRAMS

POLICIES AND PROCEDURES -- SEE POLICIES AND PROCEDURES

POSITION DESCRIPTIONS -- SEE POSITION DESCRIPTIONS

PRESENTATIONS -- SEE PRESENTATIONS

PRESS RECORDS -- SEE NEWS CLIPPINGS

PRESS RELEASES -- SEE NEWS RELEASES

PRETAX EARNINGS

ANNUAL, DECEMBER YEAR TO DATE -- SEE EARNINGS STATEMENTS -
DEPARTMENTAL

MONTHLY AND JANUARY - NOVEMBER YEAR TO DATE -- SEE EARNINGS
STATEMENTS - DEPARTMENT

PRICE QUOTATIONS -- SEE QUOTATIONS

PRICES

ANNOUNCEMENTS -- SEE PRICES

AUTHORIZATIONS -- SEE AUTHORIZATIONS

COMPETITIVE PRICE INFORMATION -- SEE COMPETITIVE RECORDS

GENERAL CORRESPONDENCE AND STUDIES -- SEE CORRESPONDENCE

PRICE BULLETINS, LISTS, SCHEDULES, SHEETS -- SEE PRICES

TABULATIONS -- SEE PRICES

PRINTED MATTER -- SEE PUBLICATION (DEPARTMENTAL ADDENDUM)

PROCESS -- SEE PROCESS RECORDS (DEPARTMENTAL ADDENDUM)

PROCESS RECORDS -- SEE PROCESS RECORDS (DEPARTMENTAL ADDENDUM)

PRODUCT FILES

CORRESPONDENCE -- SEE CORRESPONDENCE

GENERAL INFORMATION -- SEE PRODUCT DATA

PERMITS, CLASSIFICATION, SPECIFICATIONS, REGISTRATIONS -- SEE
PRODUCT FILES (DEPARTMENTAL ADDENDUM)

SINGLE COPY OF PRODUCT SPECIFICATION -- SEE PRODUCT FILES
(DEPARTMENTAL ADDENDUM)

PRODUCT SAFETY -- SEE MEETINGS (DEPARTMENTAL ADDENDUM)

PROJECT RECORDS

ACCOMPLISHMENT REPORTS -- SEE PROJECT RECORDS

APPROPRIATION REQUESTS -- SEE PROJECT RECORDS

CLOSINGS -- SEE PROJECT RECORDS

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PROJECT RECORDS (CONTINUED)

CONSTRUCTION EXPENDITURE -- SEE PROJECT RECORDS
CONSTRUCTION STATUS REPORTS
ENGINEERING -- SEE PROJECT RECORDS
OPEN AND CLOSED PROJECTS - BY PROJECT -- SEE PROJECT RECORDS
PLANT -- SEE PROJECT RECORDS
OPEN CONSTRUCTION BALANCE -- SEE PROJECT RECORDS
PLANT ORDERS (UNDER \$20M) -- SEE PROJECT RECORDS
PROJECT FILES -- SEE PROJECT RECORDS
PROPOSED AND/OR INACTIVE PROJECTS -- SEE PROJECT RECORDS
REFERENCE DATA -- SEE PROJECT RECORDS
PROMISSORY NOTES -- SEE PROMISSORY NOTES (DEPARTMENTAL ADDENDUM)
PROXIES -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)/OR ALSO SEE
PENSION FILES (DEPARTMENTAL ADDENDUM)
PUBLICATIONS
REMINGTON -- SEE PUBLICATIONS (DEPARTMENTAL ADDENDUM)
ALL OTHER -- SEE PUBLICATIONS
PUBLISHED REPORT -- SEE FINANCIAL STATEMENTS (DEPARTMENTAL ADDENDUM)
PURCHASE ORDERS
LOCAL -- SEE PURCHASE ORDERS
LOCAL SERVICE CONTRACT ORDERS -- SEE PURCHASE ORDERS
DETAIL -- SEE PURCHASE ORDERS
OTHERS -- SEE PURCHASE ORDERS
REQUISITIONS -- SEE PURCHASE REQUISITIONS
PURCHASE RECORDS -- SEE U.S. SAVINGS BONDS RECORDS (DEPARTMENTAL
ADDENDUM)
QUARTERLY REPORTS -- SEE FINANCIAL STATEMENTS (DEPARTMENTAL ADDENDUM)
QUESTIONNAIRES -- SEE QUESTIONNAIRES (DEPARTMENTAL ADDENDUM)
QUOTATIONS (REMINGTON SALES) -- SEE QUOTATIONS (REMINGTON SALES)
(DEPARTMENTAL ADDENDUM)
RADIATION
INVENTORIES OF SOURCES, GAUGES, PLACEMENTS -- SEE NUCLEAR
REGULATORY RECORDS
MONITORING
EMPLOYEE -- SEE NUCLEAR REGULATORY RECORDS
ENVIRONMENT -- SEE NUCLEAR REGULATORY RECORDS
RADIOACTIVE MATERIALS LICENSE -- SEE NUCLEAR REGULATORY RECORDS
RATE CALCULATIONS -- SEE FREIGHT RATES
RECEIVING REPORTS -- SEE RECEIVING REPORTS
RECONCILIATIONS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)/OR SEE
DIVIDEND FILES (DEPARTMENTAL ADDENDUM)/OR ALSO SEE RECONCILIATION
OF ACCOUNTS
RECONCILIATION OF ACCOUNTS -- SEE RECONCILIATION OF ACCOUNTS
(DEPARTMENTAL ADDENDUM)
RECORDS CONTROL SCHEDULE
AUDITS -- SEE RECORDS MANAGEMENT CENTER
BULLETINS -- SEE RECORDS MANAGEMENT CENTER
CORRESPONDENCE AND GUIDELINES -- SEE CORRESPONDENCE
REEMPLOYED PENSIONERS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)
REMITTANCE REPORT -- SEE CASHIER'S RECORDS

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REGISTERS/LISTINGS -- SEE ACCOUNTS PAYABLE (DEPARTMENTAL ADDENDUM)/OR
SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)/OR SEE STOCKHOLDERS RECORDS/
OR ALSO SEE U.S. SAVINGS BONDS RECORDS
REGISTRATIONS -- SEE PRODUCT FILES (DEPARTMENTAL ADDENDUM)
REGULATIONS OF EMPLOYEE WELFARE FUNDS -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)
RENEGOTIATION RECORDS - WORK PAPERS AND STATISTICAL HISTORY -- SEE
RENEGOTIATION RECORDS - WORK PAPERS AND STATISTICAL HISTORY
(DEPARTMENTAL ADDENDUM)
REPAIR GUNS - RECORDS -- SEE REPAIR GUNS - RECORDS (DEPARTMENTAL
ADDENDUM)
REPAIRS -- SEE REPAIRS GUN RECORDS
REPORTS
 ACTIVITY REPORTS - PLANT PERFORMANCE
 MONTHLY - DECEMBER -- SEE REPORTS
 WEEKLY -- SEE REPORTS
 ANNUAL -- SEE REPORTS
 BORROWING REPORTS -- SEE BORROWING REPORTS (DEPARTMENTAL ADDENDUM)
 CALL REPORTS
 DEALER -- SEE CALL/TRADE/TRIP REPORTS
 WHOLESALE -- SEE CALL/TRADE/TRIP REPORTS
 CORPORATE RECORDS -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)
 CREDIT RECORDS -- SEE CREDIT RECORDS (DEPARTMENTAL ADDENDUM)
 DEPARTMENTAL/DIVISIONAL REPORTS -- SEE REPORTS (DEPARTMENTAL
 ADDENDUM)
 EARNINGS IMPROVEMENT REPORTS -- SEE EARNINGS IMPROVEMENT REPORTS
 (DEPARTMENTAL ADDENDUM)
 ENERGY CONSERVATION DATA -- SEE ENERGY CONSERVATION DATA
 EXPENSE COMPARISON REPORTS -- SEE EXPENSE COMPARISON REPORTS
 (DEPARTMENTAL ADDENDUM)
 FINANCIAL STATEMENTS -- SEE FINANCIAL STATEMENTS (DEPARTMENTAL
 ADDENDUM)
 GOVERNMENT REPORTS -- SEE GOVERNMENT REPORTS (DEPARTMENTAL ADDENDUM)
 INSURANCE FILES -- SEE INSURANCE FILES (DEPARTMENTAL ADDENDUM)
 MONTHLY - JANUARY TO NOVEMBER -- SEE REPORTS
 PATENT FILES -- SEE PATENT FILES (DEPARTMENTAL ADDENDUM)
 PENSION FILES -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)
 PETTY CASH -- SEE PETTY CASH REPORTS (DEPARTMENTAL ADDENDUM)
 RESEARCH AND DEVELOPMENT - PERIODIC REPORTS WITHIN DEPARTMENT --
 SEE REPORTS - TECHNICAL
 RESEARCH AND DEVELOPMENT - PROCESS -- SEE PROCESSES
 TAX RECORDS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
 TECHNICAL SERVICE REPORTS -- SEE REPORTS
 TO DU PONT EXECUTIVE COMMITTEE
 ANNUAL AND MID-YEAR UPDATE -- SEE REPORTS
 WORK PAPERS -- SEE REPORTS
 QUARTERLY -- SEE REPORTS
 WORK PAPERS -- SEE REPORTS
REQUEST FOR RULING BY IRS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
RESEARCH AND/OR TECHNICAL INFORMATION -- SEE CORRESPONDENCE
(DEPARTMENTAL ADDENDUM)

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RESEARCH NOTEBOOKS -- SEE LABORATORY NOTEBOOKS
ROYALTIES
 LEDGERS -- SEE ROYALTIES
 PAID, PAYABLE, PREPAID -- SEE ROYALTIES
RULES AND REGULATIONS
 REMINGTON -- SEE RULES AND REGULATIONS
 GOVERNMENT -- SEE RULES AND REGULATIONS
RULINGS, IRS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM).
SAFETY
 ACCIDENT AND INCIDENT INVESTIGATIONS REPORTS -- SEE SAFETY
 CARD FILES, LOGS, REGISTERS, TABULATIONS ETC., OF SERIOUS
 ACCIDENTS, EXPLOSIONS, FIRES, ETC., EXTRACTED FROM ABOVE
 REPORTS -- SEE SAFETY
AUDITS
 LOCAL, S&FP DIVISION, OR WILMINGTON MANAGEMENT -- SEE SAFETY
AWARDS RECORDS -- SEE SAFETY
BULLETINS, FLASHES, FLYERS, POSTERS, ETC. -- SEE SAFETY
GENERAL CORRESPONDENCE -- SEE CORRESPONDENCE - GENERAL
OFF-THE-JOB -- SEE SAFETY
INSPECTIONS -- SEE SAFETY
MEETING MINUTES -- SEE MEETINGS
PROGRAMS -- SEE SAFETY
REPORTS -- SEE REPORTS
SERIOUS POTENTIAL INCIDENT REPORTS -- SEE SAFETY
SPECIAL STUDIES -- SEE STUDIES
STATISTICS -- SEE SAFETY - SAFETY STATISTICS
SALARY ADMINISTRATION RECORDS
 CORRESPONDENCE, WORKING PAPERS -- SEE CORRESPONDENCE/OR ALSO SEE
 SALARY ADMINISTRATION - GENERAL
SALES AND TRANSFER RECORDS -- SEE SUBSIDIARIES RECORDS (DEPARTMENTAL
ADDENDUM)
SALES AND TRANSFERS, EARNINGS AND INVESTMENT DATA
 ACTUAL -- SEE SALES AND TRANSFER RECAP
 FORECAST -- SEE FORECASTS
SALES DATA, ACTUAL AND FORECAST -- SEE SALES AND TRANSFERS, EARNINGS
AND INVESTMENT DATA
SALES, QUOTATIONS -- SEE QUOTATIONS (REMINGTON SALES) (DEPARTMENTAL
ADDENDUM)
SALES RECORDS
 DETAIL LISTINGS -- SEE SALES ANALYSIS REPORTS
SALES, STATISTICS -- SEE CONSOLIDATED RECORDS (DEPARTMENTAL ADDENDUM)
SECURITIES AND EXCHANGE DATA -- SEE PENSION FILES (DEPARTMENTAL
ADDENDUM)
SECURITIES AND EXCHANGE REPORTS -- SEE GOVERNMENT REPORTS (DEPARTMENTAL
ADDENDUM)
SECURITY
 AUDITS -- SEE SECURITY
 CLEARANCES -- SEE SECURITY
 CASE FILES -- SEE SECURITY

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SECURITY (CONTINUED)

- REQUEST FOR VISITS
 - BY REMINGTON (DU PONT) EMPLOYEE -- SEE SECURITY
 - BY NON-REMINGTON (DU PONT) EMPLOYEE -- SEE SECURITY
- TERMINATION STATEMENTS -- SEE SECURITY
- SELLING EXPENSE -- SEE EXPENSE STATEMENTS - SELLING EXPENSES
- SHAREHOLDERS MEETINGS -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)
- SHIPPING ORDERS - COVERING NO CHARGE SHIPMENT TO CUSTOMER -- SEE
 - SHIPPING ORDERS - COVERING NO CHARGE SHIPMENT TO CUSTOMER
- SHIPPING ORDERS COVERING TRANSFER OF FINISHED PRODUCT TO WAREHOUSE --
 - SEE SHIPPING ORDERS COVERING TRANSFER OF FINISHED PRODUCT TO WAREHOUSE
- SHIPPING RECORDS
 - NOTICES - OUTGOING -- SEE SHIPPING RECORDS
 - ALL OTHER RECORDS
 - DOMESTIC -- SEE SHIPPING RECORDS
 - EXPORT -- SEE SHIPPING RECORDS
- SIGNATURE AUTHORIZATIONS -- SEE CASH RECORDS (DEPARTMENTAL ADDENDUM)
- SPECIFICATIONS/CLASSIFICATIONS -- SEE PRODUCT FILES (DEPARTMENTAL ADDENDUM)
- SPECIFICATIONS, ENGINEERING/OPERATING/MANUFACTURING -- SEE STANDARDS
 - ENGINEERING, OPERATION, MANUFACTURING SPECIFICATIONS, ETC. (DEPARTMENTAL ADDENDUM)
- STANDARDS - ENGINEERING, OPERATING, MANUFACTURING SPECIFICATIONS, ETC.
 - SEE STANDARDS - ENGINEERING, OPERATING, MANUFACTURING SPECIFICATIONS, ETC. (DEPARTMENTAL ADDENDUM)
- STATE FRANCHISE AND INCOME TAX RETURNS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
- STATEMENTS -- SEE ACCOUNTS RECEIVABLE RECORDS (DEPARTMENTAL ADDENDUM)
- STATE OF BUSINESS DATA -- SEE REPORTS (DEPARTMENTAL ADDENDUM)
- STATISTICS -- SEE PENSION FILES (DEPARTMENTAL ADDENDUM)/OR ALSO SEE
 - CONSOLIDATED RECORDS (DEPARTMENTAL ADDENDUM)
- STATUTORY ACCOUNTS -- SEE CORPORATE RECORDS (DEPARTMENTAL ADDENDUM)
- STOCK AND ORDER REPORTS -- SEE STOCK STATUS REPORTS - FINISHED PRODUCT AND STORES
- STOCKHOLDER AUTHORITY TO PAY OTHERS -- SEE DIVIDEND FILES (DEPARTMENTAL ADDENDUM)
- STOCKHOLDERS' RECORDS
 - CANCELLED STOCK CERTIFICATES -- SEE STOCKHOLDERS' RECORDS (DEPARTMENTAL ADDENDUM)
 - STOCK REGISTER -- SEE STOCKHOLDERS RECORDS (DEPARTMENTAL ADDENDUM)
 - STOCK CERTIFICATE -- SEE STOCKHOLDERS RECORDS (DEPARTMENTAL ADDENDUM)
 - STOCK REGISTERS -- SEE STOCKHOLDERS RECORDS (DEPARTMENTAL ADDENDUM)
 - STOCK STATUS REPORT - FINISHED PRODUCT AND STORES
 - ACTIVITY -- SEE STOCK STATUS REPORT - FINISHED PRODUCT AND STORES
 - DAILY -- SEE STOCK STATUS REPORT - FINISHED PRODUCT AND STORES
 - MONTH END OR YEAR-TO-DATE -- SEE STOCK STATUS REPORT - FINISHED PRODUCT AND STORES
- STORES CAPTION REPORTS -- SEE STORES
- STORES TICKETS -- SEE STORES
- STUDIES -- SEE STUDIES

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SUBSIDIARIES RECORDS

FINANCIAL STATEMENTS -- SEE SUBSIDIARIES RECORDS (DEPARTMENTAL ADDENDUM)
SALES AND TRANSFER RECORDS -- SEE SUBSIDIARIES RECORDS (DEPARTMENTAL ADDENDUM)
SUPPORTING DATA -- SEE ENERGY CONSERVATION DATA
SURVEYS -- SEE STUDIES
TABULATIONS, WORKPAPERS -- SEE CREDIT RECORDS (DEPARTMENTAL ADDENDUM)/
OR ALSO SEE PENSION FILES (DEPARTMENTAL ADDENDUM)
TAGS -- SEE LABELS AND TAGS (DEPARTMENTAL ADDENDUM)
TARIFFS AND TRADE
ANTIDUMPING -- SEE TARIFFS AND TRADE
IMPORT/EXPORT -- SEE TARIFFS AND TRADE
STUDIES -- SEE TARIFFS AND TRADE
TAX CREDIT/TAX RECEIPTS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
TAX DEPRECIATION LEDGERS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
TAX EXEMPTION CERTIFICATES -- SEE TAX EXEMPTION CERTIFICATES
TAX RECORDS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)
TEAMS -- SEE MEETINGS (DEPARTMENTAL ADDENDUM)
TELEGRAM AND TELETYPE MESSAGES -- SEE CORRESPONDENCE - GENERAL
TELEPHONE CALLS AND WRITTEN MESSAGES
INSTALLATION REQUESTS -- SEE TELEPHONE CALLS AND WRITTEN MESSAGES
MONTHLY DETAIL AND SUMMARY REPORTS -- SEE TELEPHONE CALLS AND
WRITTEN MESSAGES
TEMPORARY EMPLOYEE
RECORDS -- SEE LIMITED SERVICE EMPLOYEE
EARNINGS RECORDS -- SEE LIMITED SERVICE EMPLOYEE
TICKLER FILES -- SEE WORKING FILES
TRADEMARKS
CERTIFICATES OF REGISTRATION -- SEE TRADEMARK APPLICATIONS,
REGISTRATION AND CORRESPONDENCE
CORRESPONDENCE, WORKING PAPERS -- SEE TRADEMARK APPLICATIONS,
REGISTRATIONS AND CORRESPONDENCE
TRAINING COURSES -- SEE TRAINING
TRANSACTION RECORDS -- SEE AMMUNITION TRANSACTION RECORDS (DEPARTMENTAL
ADDENDUM)/OR SEE FIREARMS TRANSACTION RECORDS (DEPARTMENTAL
ADDENDUM)/OR ALSO SEE FOREIGN EXCHANGE RECORDS (DEPARTMENTAL
ADDENDUM)
TRANSCRIPTS -- SEE GENERAL LEDGER RECORDS (DEPARTMENTAL ADDENDUM)
TRANSFER PRICES -- SEE TRANSFER PRICES
TRAVEL ARRANGEMENTS, ITINERARIES, RESERVATIONS -- SEE TRAVELING
EXPENSE RECORDS
TRIP REPORTS
DOMESTIC -- SEE CALL/TRADE/TRIP REPORTS
INTERNATIONAL -- SEE CALL/TRADE/TRIP REPORTS
UNCLAIMED CHECKS -- SEE CASH RECORDS
UNSOLICITED IDEAS -- SEE SUGGESTIONS - ADOPTED AND REJECTED

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U.S. SAVINGS BONDS RECORDS

CANCELLATION OF DEDUCTION AUTHORIZATION -- SEE U.S. SAVINGS BONDS RECORDS

DEDUCTION AUTHORIZATION -- SEE U.S. SAVINGS BONDS RECORDS

DEDUCTION LISTING (MONTHLY) -- SEE U.S. SAVINGS BONDS RECORDS

ISSUE LISTING - REGISTERS -- SEE U.S. SAVINGS BONDS RECORDS (DEPARTMENTAL ADDENDUM)

PURCHASE RECORDS -- SEE U.S. SAVINGS BONDS RECORDS (DEPARTMENTAL ADDENDUM)

VENDORS' INVOICES - ACCOUNTS PAYABLE VOUCHERS -- SEE INVOICES

VENDORS' QUOTATIONS - ALL OTHERS -- SEE VENDORS' QUOTATIONS

VISITATION REVIEWS -- SEE REPORTS (DEPARTMENTAL ADDENDUM)

VISITORS -- SEE VISITORS (DEPARTMENTAL ADDENDUM)

VOUCHERS

ACCOUNTS PAYABLE (VENDORS' INVOICES) -- SEE INVOICES

CASHIERS' FACING VOUCHER -- SEE CASHIERS RECORDS

CROSS ENTRY OR MILL ENTRY -- SEE VOUCHERS

FIXED ASSET -- SEE VOUCHERS

JOURNAL ENTRY -- SEE VOUCHERS

DETAIL SUPPORT -- SEE VOUCHERS

MANUFACTURING COST - INPUT - JEV -- SEE VOUCHERS

MILL ENTRY -- SEE VOUCHERS

WAGE AND HOUR REPORTS -- SEE WAGE ROLL RECORDS

WAGE ROLL

SCHEDULE OF UNCLAIMED CHECKS -- SEE SALARY AND WAGE INFORMATION

SUMMARY -- SEE WAGE ROLL RECORDS - PAYROLL REPORTS AND REGISTERS

W-2 CONTROL REGISTER -- SEE SALARY AND WAGE INFORMATION

WAGES - GENERAL -- SEE SALARY AND WAGE INFORMATION

WAREHOUSE RECORDS

COST AND RATES -- SEE WAREHOUSE RECORDS (DEPARTMENTAL ADDENDUM)

STOCK LISTS -- SEE WAREHOUSE RECORDS (DEPARTMENTAL ADDENDUM)

WARRANTIES -- SEE WARRANTIES (DEPARTMENTAL ADDENDUM)

WILMINGTON FORM STATEMENTS -- SEE WILMINGTON FORM STATEMENTS (DEPARTMENTAL ADDENDUM)

WORK FORCE REPORTS -- SEE FORCE REPORTS AND COUNTS

WORK ORDERS

MAINTENANCE -- SEE WORK ORDERS

OTHERS -- SEE WORK ORDERS

WORKING FILES -- SEE WORKING FILES