

RECORDS CONTROL SCHEDULE

BARBER - PRESALE R 0109522

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
CASHIERS' RECORDS			
- DAILY VOUCHER	O	BANKING	UFTA/6 YEARS
- ALL OTHER	O	ANYWHERE	2 YEARS
CHECK HANDLER'S RECORDS OF OUTGOING CHECKS RELEASED TO OTHER THAN PAYEE	O	ANYWHERE	6 YEARS
CHRONOLOGICAL FILES - AUTHOR'S CONVENIENCE FILE	X	ANYWHERE	MAX. 1 YEAR
CLAIMS & COMPLAINTS, (NONEMPLOYEE - PERSONAL INJURY or PRODUCT DEFECTS) AND CLAIMS INVESTIGATION REPORTS	O	ANYWHERE	3 YEARS AFTER SETTLEMENT OR ABANDONMENT
	X	LEGAL	3 YEARS AFTER SETTLEMENT OR ABANDONMENT
	X	ANYWHERE	MAX. 3 YEARS AFTER SETTLEMENT OR ABANDONMENT
COMMISSION RECORDS			
- DETAILS	O	FINANCE	UFTA/6 YEARS
- PAYMENT INSTRUCTIONS --- See POLICIES AND PROCEDURES			
- STATEMENTS	O	FINANCE	UFTA/6 YEARS
	X	ANYWHERE	MAX. 6 YEARS

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