



FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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BARBER - PRESALE R 0109523

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
COMPETITIVE RECORDS 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.			
- ADVERTISING STUDIES	OX	MARKETING	MAX. 5 YEARS
- FINANCIAL DATA - ACTUAL AND ESTIMATES Includes manufacturing process, costs, investment, etc.	O	ANYWHERE	MAX. 10 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- PRODUCT EVALUATION	O	MARKETING	MAX. 5 YEARS
	X	ANYWHERE	MAX. 3 YEARS
COMPUTER RECORDS 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.	OX	ANYWHERE	SEE RELATED RECORDS

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