

2/11 Rev.

Remington
FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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 Date February, 1961

BARBER - PRESALE R 0109524

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
COMPUTER RECORDS (Cont'd.)			
- MARKETING RESEARCH DATA - ORDERS/SHIPMENTS	X	FINANCE	10 YEARS
- PROGRAM CHANGE REQUEST AUTHORIZATION	OX	ANYWHERE	UFTA/UNTIL OBSOLETE
- PROGRAM DOCUMENTATION, SOURCE LISTINGS, JOB CONTROL LANGUAGE, EQUIPMENT CONFIGURATION LISTS, INPUT DATA, SYSTEMS DOCUMENTATION, ETC.	O	ANYWHERE	UNTIL SUPERSEDED
- PROJECT STUDIES	O	ANYWHERE	MAXIMUM 10 YEARS
- PUNCHED CARDS, WHICH ARE, IN EFFECT, SOURCE DOCUMENTS, MUST BE RETAINED FOR THE SAME LENGTH OF TIME AS SOURCE DOCUMENTS OF A RELATED NATURE SHOWN ELSEWHERE IN THIS SCHEDULE AND NOT AS PUNCHED CARDS (E. G., PUNCHED CARD CHECKS, STORES TICKETS, JOB CARDS, ETC., WHICH MIGHT BEAR THE USUAL APPROVALS FOR WAGES PAID AND MATERIALS WITHDRAWN, ETC., AND SUBSEQUENTLY USED TO RECORD TRANSACTIONS IN THE ACCOUNTS BY DATA PROCESSING PROCEDURES).	O	ANYWHERE	SEE RELATED RECORD

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