



FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
CREDIT RECORDS (Cont'd.)			
- PROCEDURES --- See POLICIES & PROCEDURES			
- REPORTS	O X	FINANCE ANYWHERE	3 YEARS MAX. 3 YEARS
CUSTOMER ORDER FILES Files include, but are not limited to, the following documents: Acknowledgements, Certificates of Origin, Credit Memos, Credit Restrictions, Customer Cards, Debit and Credit Invoices, Declarations of Value, Dock Receipts, Drafts, Letters of Credit, Licenses, Orders, Quotations, Declarations, etc.			
- DOMESTIC	OX	ANYWHERE	MAX 3 YEARS*
*If <u>Tax Exemption Certificates</u> are obtained:			
- Keep all Customer Purchase Orders for a period of 6 years, or			
- Make a copy of those Customer Purchase Orders that make a <u>reference</u> to their <u>Tax Exemption Certificate</u> and retain this copy for			

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