

REVISION 815 7-87



E. I. DU PONT DE NEMOURS & COMPANY  
INCORPORATED

*① J. W. Barber*  
*Who should we assign*  
*to coordinate Records Retention?*

cc: J. M. Bates B11375

*WHT*

FINISHES & FABRICATED PRODUCTS DEPARTMENT

*Noyce - File; Records Retention* Bridgeport, Connecticut  
July 30, 1985

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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.  
RECEIVED

SEP 6 1985

FIREARMS RESEARCH DIVISION

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

CORPORATE RECORDS RETENTION MANUAL  
DEPARTMENTAL ADDENDUM  
REMINGTON ARMS

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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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

CORPORATE RECORDS RETENTION MANUAL  
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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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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

CORPORATE RECORDS RETENTION MANUAL  
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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

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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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<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



CORPORATE RECORDS RETENTION MANUAL  
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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

CORPORATE RECORDS RETENTION MANUAL  
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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

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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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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<b>PENSION FILES (Continued)</b>				
• 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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Record Category, Title or Description	Copy	Location or Principal Responsibility	Total Retention	Function
<u>PENSION FILES</u> (Continued)				
● 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

CORPORATE RECORDS RETENTION MANUAL  
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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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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



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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</u> (Continued)				
● 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

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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

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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

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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

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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

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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  
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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)  
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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)  
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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  
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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)  
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OPERATIONS COMMITTEE MEETINGS -- SEE MEETINGS (DEPARTMENTAL ADDENDUM)  
OPERATIONS INFORMATION -- SEE AIRCRAFT FLIGHT CONFIRMATION  
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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  
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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  
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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  
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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  
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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)  
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DEALER -- SEE CALL/TRADE/TRIP REPORTS  
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CREDIT RECORDS -- SEE CREDIT RECORDS (DEPARTMENTAL ADDENDUM)  
DEPARTMENTAL/DIVISIONAL REPORTS -- SEE REPORTS (DEPARTMENTAL  
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EARNINGS IMPROVEMENT REPORTS -- SEE EARNINGS IMPROVEMENT REPORTS  
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ENERGY CONSERVATION DATA -- SEE ENERGY CONSERVATION DATA  
EXPENSE COMPARISON REPORTS -- SEE EXPENSE COMPARISON REPORTS  
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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  
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ANNUAL AND MID-YEAR UPDATE -- SEE REPORTS  
WORK PAPERS -- SEE REPORTS  
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WORK PAPERS -- SEE REPORTS  
REQUEST FOR RULING BY IRS -- SEE TAX RECORDS (DEPARTMENTAL ADDENDUM)  
RESEARCH AND/OR TECHNICAL INFORMATION -- SEE CORRESPONDENCE  
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RESEARCH NOTEBOOKS -- SEE LABORATORY NOTEBOOKS  
ROYALTIES  
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PAID, PAYABLE, PREPAID -- SEE ROYALTIES  
RULES AND REGULATIONS  
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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  
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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  
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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  
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DETAIL LISTINGS -- SEE SALES ANALYSIS REPORTS  
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SECURITIES AND EXCHANGE DATA -- SEE PENSION FILES (DEPARTMENTAL  
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SECURITIES AND EXCHANGE REPORTS -- SEE GOVERNMENT REPORTS (DEPARTMENTAL  
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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  
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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  
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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  
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STOCKHOLDER AUTHORITY TO PAY OTHERS -- SEE DIVIDEND FILES  
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CANCELLED STOCK CERTIFICATES -- SEE STOCKHOLDERS' RECORDS  
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STOCK REGISTER -- SEE STOCKHOLDERS RECORDS (DEPARTMENTAL ADDENDUM)  
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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  
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STORES CAPTION REPORTS -- SEE STORES  
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SURVEYS -- SEE STUDIES  
TABULATIONS, WORKPAPERS -- SEE CREDIT RECORDS (DEPARTMENTAL ADDENDUM)/  
OR ALSO SEE PENSION FILES (DEPARTMENTAL ADDENDUM)  
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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  
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TEMPORARY EMPLOYEE  
RECORDS -- SEE LIMITED SERVICE EMPLOYEE  
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CERTIFICATES OF REGISTRATION -- SEE TRADEMARK APPLICATIONS,  
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TRAINING COURSES -- SEE TRAINING  
TRANSACTION RECORDS -- SEE AMMUNITION TRANSACTION RECORDS (DEPARTMENTAL  
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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)

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

VISITATION REVIEWS -- SEE REPORTS (DEPARTMENTAL ADDENDUM)

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ACCOUNTS PAYABLE (VENDORS' INVOICES) -- SEE INVOICES

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CROSS ENTRY OR MILL ENTRY -- SEE VOUCHERS

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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

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WORK FORCE REPORTS -- SEE FORCE REPORTS AND COUNTS

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MAINTENANCE -- SEE WORK ORDERS

OTHERS -- SEE WORK ORDERS

WORKING FILES -- SEE WORKING FILES