

Remington
UNION

FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

Page C-2
Date February, 198

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