

# RECORDS CONTROL SCHEDULE

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Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
<p><b>CORRESPONDENCE</b>            Unless covered by or associated with a specific entry listed elsewhere in this SCHEDULE, the following guidelines for the indicated retention times shall govern:</p> <p><b>GENERAL OR SUBJECT FILE CORRESPONDENCE</b>            Alphabetical, numerical or other classification.            These files should be reviewed periodically, at least annually, and that which is obsolete or no longer needed should be destroyed in accordance with the indicated retention times, which are maximum.</p>			
- DOMESTIC	OX	ANYWHERE	MAX. 3 YEARS
- EXPORT/INTERNATIONAL	OX	ANYWHERE	MAX. 5 YEARS
- CHRONOLOGICAL FILES --- See CHRONOLOGICAL FILES			
- CUSTOMER CORRESPONDENCE --- See CUSTOMER ORDER FILES			
- EXECUTIVE AND FINANCE COMMITTEES --- Also see COMMUNICATIONS WITH BOARD OF DIRECTORS AND REPORTS TO EXECUTIVE COMMITTEE	O	COMPANY SECRETARY	10 YEARS
	X	ANYWHERE	MAX. 5 YEARS