

RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
CORRESPONDENCE (Cont'd.)			
- PATENTS AND LICENSING - MISCELLANEOUS	O	LEGAL	MAX. 10 YEARS
	X	ANYWHERE	MAX. 5 YEARS
- RESEARCH AND/OR TECHNICAL INFORMATION	O	RESEARCH	10 YEARS
	X	ANYWHERE	MAX. 5 YEARS
All correspondence should be reviewed annually and that which is no longer pertinent should be destroyed on schedule with related subject. Information copies should be destroyed as soon as purpose is served.			
COST ANALYSES	O	ANYWHERE	2 YEARS
	X	ANYWHERE	MAX. 2 YEARS
COST BOOKS, REPORTS, STATEMENTS AND SUMMARIES			
- JANUARY THROUGH MARCH, AUGUST THROUGH OCTOBER - 1972 FORWARD (LIFO)	O	ANYWHERE	PERMANENT
	X	ANYWHERE	MAX. 5 YEARS
- DECEMBER (YTD) - ALL YEARS	O	ANYWHERE	UFTA/10 YEARS
	X	ANYWHERE	MAX. 10 YEARS