

RECORDS CONTROL SCHEDULE

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 Tax Exemption Certificates 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 reference to their Tax Exemption Certificate and retain this copy for