

Remington
QUINN

FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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Date February, 1981

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
DIVIDEND FILES			
- DIVIDEND CHECKS (Cancelled Checks, Central Lists and Reconciliations)	O	FINANCE	UFTA/6 YEARS
- DIVIDEND ORDERS (Stockholder Authority to Pay Others)	O	FINANCE	3 YEARS AFTER CANCELLED OR SUPERSEDED
DONATIONS, DUES & CONTRIBUTION RECORDS	O	FINANCE	UFTA/6 YEARS
DOUBLE OR DUPLICATE PAYMENT FILES	X	ANYWHERE	MAX. 6 YEARS
DRAFTS --- Also see MASTERS	O	FINANCE	6 YEARS
A preliminary writing, typed, or reproduction of any document.	OX	ANYWHERE	MAX. 1 MONTH AFTER FINAL ISSUE
DRAWINGS	O	ANYWHERE	LIFE OF FACILITY OR EQUIPMENT
Includes, architecture, design, engineering machinery, property, tools, etc.	X	ANYWHERE	MAX. LIFE OF FACILITY OR EQUIPMENT