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rev.



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
IMPORT - DUTIES, QUOTES, REGULATIONS	O	ANYWHERE	1 YEAR AFTER CANCELLED
INSTRUCTION FOLDERS FOR CUSTOMERS (REMINGTON)	O	ANYWHERE	5 YEARS AFTER PRODUCT DISCONTINUED
	X	ANYWHERE	MAX. UNTIL PRODUCT DISCONTINUED
- SINGLE COPY OF EACH INSTRUCTION FOLDER	O	PRODUCTION PLANNING	LIFE OF COMPANY
INSURANCE FILES			
- ACCIDENT REPORTS (FIELD REPRESENTATIVES)	O	FINANCE	3 YEARS AFTER SETTLEMENT
- CORRESPONDENCE	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- FINANCIAL RECORDS --- See VOUCHERS			
- INSURANCE CERTIFICATES	O	FINANCE	UNTIL SUPERSEDED
- LITIGATION --- See LITIGATION RECORDS			

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