

Remington
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RECORDS CONTROL SCHEDULE

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 Date February, 19

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
LABELS & TAGS			
- SINGLE COPY OF EACH PRODUCT PACKAGE, LABEL AND TAG	☐	ANYWHERE	5 YEARS AFTER PRODUCT DISCONTINUED
- PROCEDURES --- See POLICIES & PROCEDURES	☒	ANYWHERE	MAX. UNTIL PRODUCT DISCONTINUED
- CORRESPONDENCE, WORKING PAPERS	☐	PRODUCTION PLANNING	LIFE OF COMPANY
LABOR RELATIONS			
- AGREEMENTS --- See AGREEMENTS	☐	ANYWHERE	3 YEARS
- ARBITRATION CASES	☒	ANYWHERE	MAX. 3 YEARS
	☐	LEGAL	50 YEARS
	☒	ANYWHERE	MAX. 15 YEARS AFTER CLOSED