

Remington
SUPER

FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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Date February, 195

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
MARKETING RECORDS --- See also COMPETITIVE INFORMATION			
- CORRESPONDENCE	☐	ANYWHERE	3 YEARS
	☒	ANYWHERE	MAX. 3 YEARS
- REPORTS AND MARKET RESEAF	☒	ANYWHERE	10 YEARS
MASTER TRADE REPORTS		NG	UNTIL SUPERSEDED
- FINAL REPORT		ING	5 YEARS
MASTERS Ditto, mimeo or other type printing masters.		RE	MAX. SAME AS RELATED RECORDS
MEETINGS			
- BOARD AND SHAREHOLDERS MEETINGS --- See CORPORATE RECORDS	☐	COMMITTEE SECRETARY	30 YEARS
- OPERATIONS COMMITTEES	☒	ANYWHERE	TO BE RETURNED UPON RECEIPT OF NEXT MINUTES