

Remington
QUICK

FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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Date **April, 1982**

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
PRODUCT FILES (Cont'd.)			
- CORRESPONDENCE	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- GENERAL INFORMATION	O	ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
	X	ANYWHERE	MAX. UNTIL SUPERSEDED OR OBSOLETE
- PROGRAMS --- See PLANS & PROGRAMS			
PROJECT RECORDS			
- ACCOMPLISHMENT REPORTS	O	EXECUTIVE COMMITTEE	10 YEARS
	X	ANYWHERE	MAX. 10 YEARS OR FILED WITH APPROPRIATION REQUEST
- APPROPRIATION REQUESTS	O	FINANCE	UFTA/20 YEARS AFTER FINANCIAL CLOSING
	X	ANYWHERE	MAX. 10 YEARS AFTER FINANCIAL CLOSING OR ACCOMPLISHMENT REPORTED