

RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
REPORTS (Cont'd.)			
- ACTIVITY REPORTS - PLANT PERFORMANCE (Cont'd.)			
- MONTHLY - DECEMBER	OX	PLANTS	MAX. 5 YEARS
- WEEKLY	OX	PLANTS	MAX. 5 MONTHS
- ANNUAL	O	COMPANY SECRETARY	LIFE OF COMPANY
- CALL REPORTS			
- DEALER	OX	MARKETING	NOT TO BE RETAINED
- WHOLESALE	OX	MARKETING	1 YEAR
- DEPARTMENTAL AND DIVISIONAL PERFORMANCE REPORTS/LETTERS Includes Management Visitation Reviews, Presentations, Programs, and State of Business Data.	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- ENGINEERING --- See ENGINEERING STUDIES AND REPORTS			
- GOVERNMENT --- See GOVERNMENT REPORTS			
- MARKET --- See MARKETING RECORDS			