

# RECORDS CONTROL SCHEDULE

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 Date February, 1987

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
SHIPPING RECORDS (Cont'd.)			
- ALL OTHER RECORDS			
- DOMESTIC	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- EXPORT	O	ANYWHERE	UFTA/5 YEARS
	X	ANYWHERE	MAX. 5 YEARS
STANDARDS - ENGINEERING, OPERATING, MANUFACTURING SPECIFICATIONS, ETC.	O	ANYWHERE	5 YEARS AFTER SUPERSEDED OR OBSOLETE
	X	ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
- SINGLE COPY OF MANUFACTURING	O	PRODUCTION PLANNING	LIFE OF COMPANY
STOCK STATUS REPORT - FINISHED PRODUCT AND STORES			
- ACTIVITY	OX	ANYWHERE	MAX. 3 YEARS
- DAILY	OX	PLANTS	MAX. 3 MONTHS
- MONTH END OR YEAR-TO-DATE	OX	PLANTS	MAX. 10 YEARS