



FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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Date February, 1981

| Record Category, Title, or Description | Copy | Location or Principal Responsibility | Total Retention |
|--|----------------------------------|--------------------------------------|-----------------|
| STORES CAPTION REPORTS | <input type="radio"/> | ANYWHERE | 2 YEARS |
| | <input checked="" type="radio"/> | ANYWHERE | MAX. 2 YEARS |
| STORES TICKETS | <input type="radio"/> | ANYWHERE | UFTA/5 YEARS |
| Orders covering disbursements or returns. If the pertinent information (account, cost, item identification, quantity, etc.) is on punched cards or computer tapes/print-outs, these may be retained UFTA in place of the tickets, which may then be discarded after 2 years retention | <input checked="" type="radio"/> | ANYWHERE | MAX. 2 YEARS |
| STOCK AND ORDER REPORTS | <input checked="" type="radio"/> | ANYWHERE | MAX. 5 YEARS |
| STOCKHOLDERS' RECORDS | | | |
| - CANCELLED STOCK CERTIFICATES | <input type="radio"/> | COMPANY SECRETARY | 15 YEARS |
| - STOCK REGISTER | <input type="radio"/> | COMPANY SECRETARY | LIFE OF COMPANY |
| STUDIES | <input checked="" type="radio"/> | ANYWHERE | MAX. 10 YEARS |