

PRELIMINARYJanuary 2, 1973
Rev. 1-16-73ILION RESEARCH DIVISIONREMINGTON RECORDS MANAGEMENT PROGRAM

Guidelines for Housecleaning (Destroy Excess Records before Inventory)

<u>Record Category, Title or Description</u>	<u>Retention</u>
Research Notebooks	Permanent
Project Reports (Project Control File)	Permanent
Information to Support Patents and Patent Applications	Life of Patent
Weekly Reports Staff Engineers	10 years
Project Detail (Reports not prepared)	Life of Model
General Correspondence (pink copy)	10 years
Outside Suggestions	5 years
Employment Records	Division Mgr.'s files whe employed in Research, then sent to Personnel Office on termination or transfer.
Model Design Files	Life of Model
Model Drawings - Originals or Microfilm Ozalids as obsoleted	Permanent Life of Model
Drawing Transmittals - Copy or Microfilm	Life of Model
Gun Standards	Life of Model
Parts Lists - Originals or Revisions - Microfilm	Life of Model Permanent
Test Reports - Original Copies	Permanent
Remington History Data	Permanent
Remington Catalogs	Permanent Museum File
Advertising Brochures	Museum File

Ilion Research Division
Remington Records Management Program

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N/C Tapes for Prototypes	5 years
PERT Charts	5 years
Purchase Requisition Copies	5 years
Budget Cost Accounting Reports	5 years
Shipping Records (Custom Shop)	5 years
SAAMI Correspondence Files (Walker's)	3 years
General Alphabetical File - Ilion Research Division (Screen for historical items at time of destruction)	10 years

SMA:T

100 - 15816

AN OPPORTUNITY
TO PUT YOUR
IDEAS TO WORK

REMINGTON ARMS COMPANY, INC.
SUGGESTION BLANK

ACCEPTED IDEAS
CAN EARN
CASH AWARDS

New and original ideas are needed that will improve our products, equipment and methods; that will promote safety and improve our working conditions; that will reduce costs and eliminate waste.

To earn awards suggestions must be specific. It is not ordinarily enough to say that something ought to be done. Tell us what to do and how to do it and how our Company will benefit. Give complete information.

The Company may make full use of any suggestion submitted.

MY SUGGESTION: TO REDUCE COST, IMPROVE QUALITY & ELIMINATE
SCRAP ON M1540X, S1, S2, S3, S2 & 745 TRIGGER HOUSING.

IT CAN BE ACCOMPLISHED BY: CHANGING THE DESIGN OF THE SAFETY AND
SEAR. ALTER THE M1540X SEAR TO PROVIDE A NOTCH TO CONTROL
ENGAGEMENT BETWEEN SEAR AND TRIGGER WHICH WILL NOT AFFECT ITS
USE ON M1540X. ALTER THE S30 AND 745 SAFETIES TO FUNCTION LIKE THE
S40X WITH THE SEAR INSTEAD OF ACTIVATING A SAFETY PLUNGER. THIS ALSO
WILL REQUIRE A MINOR CHANGE TO THE S30, 745 HOUSING TO PROVIDE
CLEARANCE FOR THE S40X TYPE SEAR AND SUBSTITUTION OF S40X SAFETY
PLUNGER AND SPRING FOR THE S30, 745 SAFETY PLUNGER AND SPRING.
THIS IDEA WILL ACCOMPLISH:

ELIMINATE OPERATION # 10, 12 & 15 R ON THE TRIGGER HOUSING
S30-ASSEMBLY ALONG WITH SCRAP PRODUCED BY OPERATION # 10;
NEED FOR FINAL ASSEMBLERS TO USE A SHIM TO CHECK FOR
EXCESSIVE PLAY BETWEEN THE SEAR AND TRIGGER WITH
THE SAFETY ON. QUALITY WILL BE IMPROVED BY
ELIMINATION OF PLAY BETWEEN THE SEAR AND
TRIGGER.

Name C. J. Bunn Dept. & No. 82-20692 Date 1-19-73
52-24443 PEC-13816

Please make a sketch (on separate sheet) if that will help explain your idea. 2.4D HAS MARKED
POINTS

The receipt of this suggestion will be acknowledged by the Suggestion Committee.

Card 1/29/73
Pacted