

Remington

FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
ACQUISITION RECORDS (Cont'd.)			
- REPORTS	OX	ANYWHERE	MAX. 10 YEARS
- STUDIES	OX	ANYWHERE	MAX. 10 YEARS
ACTION LOGS	O	EXECUTIVE COMMITTEE MEMBERS	1 YEAR
Responses to mail addressed to the Executive Committee Members and referred by them to the appropriate Department for consideration and handling.	X	ANYWHERE	MAX. 1 YEAR
ADJUSTMENTS (CUSTOMER)	O	FINANCE	6 YEARS AFTER RECEIPT
	X	ANYWHERE	MAX. UNTIL SETTLEMENT OR ABANDONMENT
ADVERTISING & PROMOTION RECORDS	O	ADVERTISING	5 YEARS AFTER LAST RUN OF ADVERTISING OR LAST DISTRIBUTION OF MATERIAL
	X	ANYWHERE	MAX. 5 YEARS
AGREEMENTS AND CORRESPONDENCE RELATING THERETO			
COLLECTIVE BARGAINING CONTRACTS	O	ANYWHERE	50 YEARS AFTER TERMINATION
	x	ANYWHERE	MAX. 3 YEARS AFTER TERMINATION
- NEGOTIATION RECORDS	O	ANYWHERE	50 YEARS AFTER TERMINATION
	X	ANYWHERE	MAX. 10 YEARS AFTER TERMINATION