

*Remington*

SUPPORT

FOR REMINGTON USE ONLY

## RECORDS CONTROL SCHEDULE

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Date February, 1988

BARBER - PRESALE R 0109528

| Record Category, Title, or Description                                                             | Copy | Location or Principal Responsibility | Total Retention |
|----------------------------------------------------------------------------------------------------|------|--------------------------------------|-----------------|
| CUSTOMER ORDER FILES (Cont'd.)                                                                     |      |                                      |                 |
| - EXPORT                                                                                           | O    | MARKETING                            | UFTA/5 YEARS    |
|                                                                                                    | X    | ANYWHERE                             | MAX. 5 YEARS    |
| CUSTOMER RETURNS - RETURN AUTHORIZATIONS                                                           | O    | MARKETING                            | 5 YEARS         |
| Products ordered by a customer but returned to Remington plants or warehouses for various reasons. | X    | ANYWHERE                             | MAX. 5 YEARS    |
| CUSTOMS - Foreign & U. S.                                                                          | O    | INTERNATIONAL OPERATIONS             | 5 YEARS         |
|                                                                                                    | X    | ANYWHERE                             | MAX. 5 YEARS    |

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