



FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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Date February, 1981

BARBER - PRESALE R 0109529

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
<p>DIVIDEND FILES</p> <ul style="list-style-type: none"> <li>- DIVIDEND CHECKS (Cancelled Checks, Central Lists and Reconciliations)</li> <li>- DIVIDEND ORDERS (Stockholder Authority to Pay Others)</li> </ul>	<p>O O</p>	<p>FINANCE FINANCE</p>	<p>UFTA/6 YEARS 3 YEARS AFTER CANCELLED OR SUPERSEDED</p>
<p>DONATIONS, DUES &amp; CONTRIBUTION RECORDS</p>	<p>O X</p>	<p>FINANCE ANYWHERE</p>	<p>UFTA/6 YEARS MAX. 6 YEARS</p>
<p>DOUBLE OR DUPLICATE PAYMENT FILES</p>	<p>O</p>	<p>FINANCE</p>	<p>6 YEARS</p>
<p>DRAFTS --- Also see MASTERS A preliminary writing, typed, or reproduction of any document.</p>	<p>OX</p>	<p>ANYWHERE</p>	<p>MAX. 1 MONTH AFTER FINAL ISSUE</p>
<p>DRAWINGS Includes, architecture, design, engineering machinery, property, tools, etc.</p>	<p>O X</p>	<p>ANYWHERE ANYWHERE</p>	<p>LIFE OF FACILITY OR EQUIPMENT MAX. LIFE OF FACILITY OR EQUIPMENT</p>

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