

Remington

 FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

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 Date February, 19

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
LABELS & TAGS	O	ANYWHERE	5 YEARS AFTER PRODUCT DISCONTINUED
	X	ANYWHERE	MAX. UNTIL PRODUCT DISCONTINUED
- <u>SINGLE COPY OF EACH PRODUCT PACKAGE, LABEL AND TAG</u>	O	<u>PRODUCTION PLANNING</u>	<u>LIFE OF COMPANY</u>
- PROCEDURES --- See POLICIES & PROCEDURES			
- CORRESPONDENCE, WORKING PAPERS	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
LABOR RELATIONS			
- AGREEMENTS --- See AGREEMENTS			
- ARBRITRATION CASES	O	LEGAL	50 YEARS
	X	ANYWHERE	MAX. 15 YEARS AFTER CLOSED

BARBER - PRESALE R 0109534

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