

Remington
UNION
 FOR REMINGTON USE ONLY

RECORDS CONTROL SCHEDULE

Page S-9
 Date February, 1981

BARBER - PRESALE R 0109548

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
STORES CAPTION REPORTS	O	ANYWHERE	2 YEARS
	X	ANYWHERE	MAX. 2 YEARS
STORES TICKETS	O	ANYWHERE	UFTA/5 YEARS
Orders covering disbursements or returns. If the pertinent information (account, cost, item identification, quantity, etc.) is on punched cards or computer tapes/print-outs, these may be retained UFTA in place of the tickets, which may then be discarded after 2 years retention	X	ANYWHERE	MAX. 2 YEARS
STOCK AND ORDER REPORTS	OX	ANYWHERE	MAX. 5 YEARS
STOCKHOLDERS' RECORDS			
- CANCELLED STOCK CERTIFICATES	O	COMPANY SECRETARY	15 YEARS
- STOCK REGISTER	O	COMPANY SECRETARY	LIFE OF COMPANY
STUDIES	OX	ANYWHERE	MAX. 10 YEARS

BARBER - PRESALE R 0109548

R2510536