RECORDS CONTROL SCHEDULE

Remington.

DU PONT

Remington Arms Company, Inc.

R2510490

REMINGTON ARMS COMPANY, INC.
RECORDS CONTROL SCHEDULE

Copy Number 3

Assigned to:

Name E. B. Beattie

Department Finance

Division Business Services

Location Admin. Bldg. - 2

This copy of the Schedule is assigned to you and is to be transferred to your successor. Please notify the Company Records Representative immediately upon transfer.

Security Classification - of this Schedule is "FOR REMINGTON USE ONLY" which is defined as ".... for use on documents whose contents should not be disclosed outside the Company."

RECORDS CONTROL SCHEDULE

REMINGTON ARMS COMPANY, INC.

ORIGINALLY ESTABLISHED AND EFFECTIVE MAY 18, 1979

REVISION ESTABLISHED AND EFFECTIVE JULY 9, 1981

PREPARATION AND CONCURRENCE, BY DEPARTMENTAL REPRESENTATIVES:

Records Representative	C. A. Nash	7/6/81 Date
Legal Department	R. A. Partnoy	7/6/81 Date
Business Services Department	E. B. Beattie	7/9/81 Date
Treasurer	R. W. Steele	7/6/81 Date

APPROVED AND ESTABLISHED: J. P. McAndrews, President, Remington Arms Co., Inc. — 7/9/81 Date

REMINGTON ARMS COMPANY, INC.
RECORDS CONTROL SCHEDULE

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1-10-85

The following records are currently under suspension under the Records Retention Program:

- Management, Finance, Public Relations Records, 1976-present - Citron v. Remington (unless specifically released by the General Counsel).

- Production, Research, and Finance Records concerning purchase of low density polyethylene, 1977-present U.S. Plastics Corp. v. Du Pont et al and other litigation.

- Marketing and Personnel records with respect to those persons employed temporarily or permanently outside the United States since January 1, 1977. The records are being retained pursuant to a Grand Jury investigation of the sale of dyestuffs.

- For purposes of retention of records until completion of Federal tax audits, Remington's returns have been audited and taxes settled through 1976.

- Records pertaining to purchases at Lake City from Westinghouse Electric Supply Corporation (WESCO). The records are being retained pursuant to a Grand Jury investigation of such purchases.

- All documents pertaining to smokeless powder and lead used in production at Bridgeport and Lonoke since January 1, 1982.

The following records are currently under suspension due to the indicated lawsuits:

- Management, Finance, Public Relations Records, 1976-present - Citron v. Remington (unless specifically released by the General Counsel).

- Production, Research, and Finance Records concerning purchase of low density polyethylene, 1977-present - U.S. Plastics Corp. v. Du Pont et al and other litigation.

- For purposes of retention of records until completion of Federal tax audits, Remington's returns have been audited and taxes settled through 1976.

January 13, 1983

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(None)

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Date April, 1982

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

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Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
AGREEMENTS AND CORRESPONDENCE (Cont'd.)			
- ALL OTHER AGREEMENTS/CONTRACTS (INCLUDING GOVERNMENT)	O	ANYWHERE	6 YEARS AFTER TERMINATION
	X	ANYWHERE	MAX. UNTIL TERMINATED
AIRCRAFT FLIGHT CONFIRMATIONS	O	FINANCE	UFTA/2 YEARS
- OPERATIONS INFORMATION	O	FINANCE	1 YEAR
ALCOHOL PERMITS	O	FINANCE	5 YEARS AFTER TERMINATION OF LICENSED OPERATION
AMMUNITION TRANSACTION RECORDS	O	PLANT SITE	3 YEARS AFTER SALE OR DISPOSAL
ANALYTICAL LABORATORY RECORDS, REPORTS & TEST RESULTS	O	ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
	X	ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
ANNUAL STATISTICS TO WILMINGTON	OX	ANYWHERE	5 YEARS
ASSOCIATION & MEMBERSHIP RECORDS			
- CERTIFICATES OF MEMBERSHIP	O	ANYWHERE	UNTIL TERMINATED
- CORRESPONDENCE, REPORTS, WORKING PAPERS	OX	ANYWHERE	MAX. 3 YEARS

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Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
CASHIERS' RECORDS			
- DAILY VOUCHER	O	BANKING	UFTA/6 YEARS
- ALL OTHER	O	ANYWHERE	2 YEARS
CHECK HANDLER'S RECORDS OF OUTGOING CHECKS RELEASED TO OTHER THAN PAYEE	O	ANYWHERE	6 YEARS
CHRONOLOGICAL FILES - AUTHOR'S CONVENIENCE FILE	X	ANYWHERE	MAX. 1 YEAR
CLAIMS & COMPLAINTS, (NONEMPLOYEE - PERSONAL INJURY or PRODUCT DEFECTS) AND CLAIMS INVESTIGATION REPORTS	O	ANYWHERE	3 YEARS AFTER SETTLEMENT OR ABANDONMENT
	X	LEGAL	3 YEARS AFTER SETTLEMENT OR ABANDONMENT
	X	ANYWHERE	MAX. 3 YEARS AFTER SETTLEMENT OR ABANDONMENT
COMMISSION RECORDS			
- DETAILS	O	FINANCE	UFTA/6 YEARS
- PAYMENT INSTRUCTIONS --- See POLICIES AND PROCEDURES			
- STATEMENTS	O	FINANCE	UFTA/6 YEARS
	X	ANYWHERE	MAX. 6 YEARS

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Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
COMPETITIVE RECORDS Miscellaneous records on sales and/or use of products by competitors, as well as evaluations, sales and/or use of competitive products. May also include information on the organization, personnel, etc. of competitive companies.			
- ADVERTISING STUDIES	OX	MARKETING	MAX. 5 YEARS
- FINANCIAL DATA - ACTUAL AND ESTIMATES Includes manufacturing process, costs, investment, etc.	O	ANYWHERE	MAX.10 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- PRODUCT EVALUATION	O	MARKETING	MAX. 5 YEARS
	X	ANYWHERE	MAX. 3 YEARS
COMPUTER RECORDS Hard copies of computer generated business reports or documents, including microform, are subject to specific retention shown elsewhere in this schedule. Official records, for the purpose of records control, are not the responsibility of the data processing organization. Copies retained in data processing are considered work or reference copies that should be destroyed when they have served the intended purpose of control or reference.	OX	ANYWHERE	SEE RELATED RECORDS

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
COMPUTER RECORDS (Cont'd.)			
- MARKETING RESEARCH DATA - ORDERS/ SHIPMENTS	X	FINANCE	10 YEARS
- PROGRAM CHANGE REQUEST AUTHORIZATION	OX	ANYWHERE	UFTA/UNTIL OBSOLETE
- PROGRAM DOCUMENTATION, SOURCE LISTINGS, JOB CONTROL LANGUAGE, EQUIPMENT CONFIGURATION LISTS, INPUT DATA, SYSTEMS DOCUMENTATION, ETC.	O	ANYWHERE	UNTIL SUPERSEDED
- PROJECT STUDIES	O	ANYWHERE	MAXIMUM 10 YEARS
- PUNCHED CARDS, WHICH ARE, IN EFFECT, SOURCE DOCUMENTS, MUST BE RETAINED FOR THE SAME LENGTH OF TIME AS SOURCE DOCUMENTS OF A RELATED NATURE SHOWN ELSEWHERE IN THIS SCHEDULE AND NOT AS PUNCHED CARDS (E.G., PUNCHED CARD CHECKS, STORES TICKETS, JOB CARDS, ETC., WHICH MIGHT BEAR THE USUAL APPROVALS FOR WAGES PAID AND MATERIALS WITHDRAWN, ETC., AND SUBSEQUENTLY USED TO RECORD TRANSACTIONS IN THE ACCOUNTS BY DATA PROCESSING PROCEDURES).	O	ANYWHERE	SEE RELATED RECORD

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
CORRESPONDENCE Unless covered by or associated with a specific entry listed elsewhere in this SCHEDULE, the following guidelines for the indicated retention times shall govern:			
GENERAL OR SUBJECT FILE CORRESPONDENCE Alphabetical, numerical or other classification. These files should be reviewed periodically, at least annually, and that which is obsolete or no longer needed should be destroyed in accordance with the indicated retention times, which are maximum.			
- DOMESTIC	OX	ANYWHERE	MAX. 3 YEARS
- EXPORT/INTERNATIONAL	OX	ANYWHERE	MAX. 5 YEARS
- CHRONOLOGICAL FILES --- See CHRONOLOGICAL FILES			
- CUSTOMER CORRESPONDENCE --- See CUSTOMER ORDER FILES			
- EXECUTIVE AND FINANCE COMMITTEES --- Also see COMMUNICATIONS WITH BOARD OF DIRECTORS AND REPORTS TO EXECUTIVE COMMITTEE	O	COMPANY SECRETARY	10 YEARS
	X	ANYWHERE	MAX. 5 YEARS

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
CORRESPONDENCE (Cont'd.)			
- PATENTS AND LICENSING - MISCELLANEOUS	O	LEGAL	MAX. 10 YEARS
	X	ANYWHERE	MAX. 5 YEARS
- RESEARCH AND/OR TECHNICAL INFORMATION	O	RESEARCH	10 YEARS
	X	ANYWHERE	MAX. 5 YEARS
All correspondence should be reviewed annually and that which is no longer pertinent should be destroyed on schedule with related subject. Information copies should be destroyed as soon as purpose is served.			
COST ANALYSES	O	ANYWHERE	2 YEARS
	X	ANYWHERE	MAX. 2 YEARS
COST BOOKS, REPORTS, STATEMENTS AND SUMMARIES			
- JANUARY THROUGH MARCH, AUGUST THROUGH OCTOBER - 1972 FORWARD (LIFO)	O	ANYWHERE	PERMANENT
	X	ANYWHERE	MAX. 5 YEARS
- DECEMBER (YTD)- ALL YEARS	O	ANYWHERE	UFTA/10 YEARS
	X	ANYWHERE	MAX. 10 YEARS

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
CREDIT RECORDS (Cont'd.)			
- PROCEDURES --- See POLICIES & PROCEDURES			
- REPORTS	O	FINANCE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
CUSTOMER ORDER FILES Files include, but are not limited to, the following documents: Acknowledgements, Certificates of Origin, Credit Memos, Credit Restrictions, Customer Cards, Debit and Credit Invoices, Declarations of Value, Dock Receipts, Drafts, Letters of Credit, Licenses, Orders, Quotations, Declarations, etc.			
- DOMESTIC	OX	ANYWHERE	MAX 3 YEARS*
*If Tax Exemption Certificates are obtained: - Keep all Customer Purchase Orders for a period of 6 years, or - Make a copy of those Customer Purchase Orders that make a reference to their Tax Exemption Certificate and retain this copy for			

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RECORDS CONTROL SCHEDULE

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 Products ordered by a customer but returned to Remington plants or warehouses for various reasons.	O	MARKETING	5 YEARS
	X	ANYWHERE	MAX. 5 YEARS
CUSTOMS - Foreign & U. S.	O	INTERNATIONAL OPERATIONS	5 YEARS
	X	ANYWHERE	MAX. 5 YEARS

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
DIVIDEND FILES			
- DIVIDEND CHECKS (Cancelled Checks, Central Lists and Reconciliations)	O	FINANCE	UFTA/6 YEARS
- DIVIDEND ORDERS (Stockholder Authority to Pay Others)	O	FINANCE	3 YEARS AFTER CANCELLED OR SUPERSEDED
DONATIONS, DUES & CONTRIBUTION RECORDS	O	FINANCE	UFTA/6 YEARS
	X	ANYWHERE	MAX. 6 YEARS
DOUBLE OR DUPLICATE PAYMENT FILES	O	FINANCE	6 YEARS
DRAFTS --- Also see MASTERS A preliminary writing, typed, or reproduction of any document.	OX	ANYWHERE	MAX. 1 MONTH AFTER FINAL ISSUE
DRAWINGS Includes, architecture, design, engineering machinery, property, tools, etc.	O	ANYWHERE	LIFE OF FACILITY OR EQUIPMENT
	X	ANYWHERE	MAX. LIFE OF FACILITY OR EQUIPMENT

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
ENERGY CONSERVATION DATA			
- REPORTS - DU PONT (CMA&ENCON)	O	ANYWHERE	PERMANENT (all base data from 1972 plus any changes)
	X	ANYWHERE	MAX. PERMANENT
- SUPPORTING DATA	O	ANYWHERE	5 YEARS AFTER DU PONT SUBMISSION TO DEPT OF ENERGY
	X	ANYWHERE	MAX. 5 YEARS
ENERGY RECORDS	OX	ANYWHERE	MAX. 10 YEARS
ENGINEERING STUDIES AND REPORTS	O	ENGINEERING	25 YEARS
	X	ANYWHERE	MAX. 20 YEARS
ENVIRONMENTAL CONTROL RECORDS --- Also see CLAIMS, OSHA RECORDS, RADIATION RECORDS			
- GENERAL CORRESPONDENCE	O	ANYWHERE	MAX. 8 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- INCIDENT REPORTS	O	ANYWHERE	5 YEARS
Involving on-plant accidental discharge of fumes, gases, liquids and solids.	X	ANYWHERE	MAX. 5 YEARS
- MANPOWER EXPOSURE RECORDS	O	ANYWHERE	50 YEARS
	X	ANYWHERE	MAX. 50 YEARS

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
FEDERAL TAX AUDITS --- Also see TAX FILES AND REPORTS Upon notification from the Finance Department that examination of the Company's Federal income tax return for a given year has been completed, records retained UFTA for that year may be destroyed provided that their business use has expired and that they are not required for other purposes as set forth in this Records Control Schedule. --- Also see the Suspensions Section of the General Instructions.			
FIELD REPORTS	O	MARKETING	MAX. 1 YEAR
	X	ANYWHERE	MAX. 1 YEAR
FINANCIAL STATEMENTS			
- ANNUAL REPORT	O	FINANCE	UFTA/10 YEARS
- CONSOLIDATION	O	FINANCE	UFTA/10 YEARS
- PUBLISHED REPORTS	O	FINANCE	UFTA/10 YEARS
- QUARTERLY REPORTS	O	FINANCE	10 YEARS
- SIGNIFICANT STATISTICS	OX	ANYWHERE	UNTIL SUPERSEDED

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RECORDS CONTROL SCHEDULE

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Date February, 1981

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
FINISHED PRODUCT DISTRIBUTION EXPENSE STATEMENTS	O	FINANCE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
FINISHED PRODUCT TO WAREHOUSE	OX	ANYWHERE	MAX. 3 YEARS
FIREARMS TRANSACTION RECORDS	O	PLANT SITE SALES OFFICE	LIFE OF COMPANY
FIXED ASSETS			
- ABANDONMENTS IN PLACE	O	FINANCE	1 YEAR
- APPRAISALS - PLANT	O	FINANCE	UNTIL SUPERSEDED
	X	ANYWHERE	2 YEARS
- CODE MANUAL	O	FINANCE	PERMANENT
	X	ANYWHERE	MAX. 2 YEARS AFTER SUPERSEDED
- REQUEST FOR CODE CHANGES (Form G-461)	O	FINANCE	UFTA/50 YEARS*
	X	ANYWHERE	MAX. 2 YEARS

*Filed with fixed asset vouchers.

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
IMPORT - DUTIES, QUOTES, REGULATIONS	O	ANYWHERE	1 YEAR AFTER CANCELLED
INSTRUCTION FOLDERS FOR CUSTOMERS (REMINGTON)	O	ANYWHERE	5 YEARS AFTER PRODUCT DISCONTINUED
	X	ANYWHERE	MAX. UNTIL PRODUCT DISCONTINUED
- SINGLE COPY OF EACH INSTRUCTION FOLDER	O	PRODUCTION PLANNING	LIFE OF COMPANY
INSURANCE FILES			
- ACCIDENT REPORTS (FIELD REPRESENTATIVES)	O	FINANCE	3 YEARS AFTER SETTLEMENT
- CORRESPONDENCE	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- FINANCIAL RECORDS --- See VOUCHERS			
- INSURANCE CERTIFICATES	O	FINANCE	UNTIL SUPERSEDED
- LITIGATION --- See LITIGATION RECORDS			

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RECORDS CONTROL SCHEDULE

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
- SINGLE COPY OF EACH PRODUCT PACKAGE, LABEL AND TAG	O	PRODUCTION PLANNING	LIFE OF COMPANY
- 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

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RECORDS CONTROL SCHEDULE

Date August 20, 19

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
LABOR RELATIONS (Cont'd.)			
- WORKMEN'S COMPENSATION--SEE LITIGATION RECORDS			
LAWS	X	ANYWHERE	MAX. 5 YEARS AFTER SUPERSEDED
LIFO RECORDS ALL RECORDS NEEDED TO SUPPORT THE COMPANY'S LIFO VALUATION	O	ANYWHERE	PERMANENT
LITIGATION RECORDS			
- ANTITRUST	O	LEGAL	10 YEARS AFTER LITIGATION CONCLUDED OR ABANDONED
	X	ANYWHERE	MAX. 3 YEARS AFTER LITIGATION CONCLUDED OR ABANDONED
- OTHER	O	LEGAL	6 YEARS AFTER LITIGATION CONCLUDED OR ABANDONED
	X	ANYWHERE	MAX. 3 YEARS AFTER LITIGATION CONCLUDED OR ABANDONED

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RECORDS CONTROL SCHEDULE

Date February, 198

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
MARKETING RECORDS --- See also COMPETITIVE INFORMATION			
- CORRESPONDENCE	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- REPORTS AND MARKET RESEAF	OX	ANYWHERE	10 YEARS
MASTER TRADE REPORTS		NG	UNTIL SUPERSEDED
- FINAL REPORT		ING	5 YEARS
MASTERS Ditto, mimeo or other type printing masters.		.RE	MAX. SAME AS RELATED RECORDS
MEETINGS			
- BOARD AND SHAREHOLDERS MEETINGS --- See CORPORATE RECORDS			
- OPERATIONS COMMITTEES	O	COMMITTEE SECRETARY	30 YEARS
	X	ANYWHERE	TO BE RETURNED UPON RECEIPT OF NEXT MINUTES

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RECORDS CONTROL SCHEDULE

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Date February, 198

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
MEETINGS (Cont'd.)			
- PRODUCT SAFETY SUBCOMMITTEE	O	RESEARCH	LIFE OF COMPANY
- ALL OTHERS, MINUTES, REPORTS, WORKING PAPERS	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS

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RECORDS CONTROL SCHEDULE

Date April, 1982

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
PATENT FILES			
- APPLICATIONS	OX	ANYWHERE	6 YEARS AFTER EXPIRATION OF ISSUED PATENT OR 5 YEARS AFTER APPLICATION ABANDONED
- CORRESPONDENCE, WORKING PAPERS --- See RELATED RECORDS			
- INVENTIONS REPORT	O	LEGAL	5 YEARS AFTER APPLICATION ABANDONED
	X	ANYWHERE	MAX. 5 YEARS AFTER APPLICATION ABANDONED
- LAWS --- See AGREEMENTS			
- LITIGATION --- See LITIGATION RECORDS			
- PATENTS	O	PATENTS	6 YEARS AFTER EXPIRATION OF PATENT
	X	ANYWHERE	MAX. UNTIL EXPIRATION OF PATENT
- SINGLE COPY OF EACH PATENT	O	PATENTS	LIFE OF COMPANY
- PATENTS DEDICATED TO THE PUBLIC OR ABANDONED	OX	ANYWHERE	3 YEARS AFTER DEDICATION OR ABANDONMENT
- RULES --- See RULES & REGULATIONS			

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RECORDS CONTROL SCHEDULE

Date February, 198

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
PHOTOGRAPHS --- See also EMPLOYEE RECORDS	OX	ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
PLANS & PROGRAMS	O	ANYWHERE	5 YEARS AFTER SUPERSEDEI OR COMPLETED
	X	ANYWHERE	MAX. UNTIL SUPERSEDED OR COMPLETED
POLICIES & PROCEDURES	O	ANYWHERE	5 YEARS AFTER SUPERSEDEI OR OBSOLETE
	X	ANYWHERE	MAX. UNTIL SUPERSEDED OR OBSOLETE
POSITION DESCRIPTIONS (Exempt and Nonexempt)	O	ANYWHERE	UNTIL OBSOLETE
	X	ANYWHERE	MAX. UNTIL SUPERSEDED OR OBSOLETE
PRESENTATIONS (Charts, discussions, reviews, speeches, etc.)	OX	ANYWHERE	MAX. 5 YEARS

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
PRICES (Cont'd.)			
- TABULATIONS Recordings of actual prices extracted from Authorizations, Bulletins, Lists, Schedules or Sheets. Retention of earliest entry must be no longer than 6 years after being obsoleted or superseded.	OX	ANYWHERE	MAX. 6 YEARS AFTER OBSOLETE OR SUPERSEDED
- TRANSFER PRICES --- See TRANSFER PRICES			
PROCESS RECORDS	O	PLANT SITE/ ANYWHERE	LIFE OF COMPANY
	X	PLANT SITE/ ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
PRODUCT FILES			
- PERMITS, CLASSIFICATIONS, SPECIFICATIONS, REGISTRATIONS	O	ANYWHERE	6 YEARS AFTER PRODUCT DISCONTINUED
	X	ANYWHERE	UNTIL PRODUCT DISCONTINUED
- SINGLE COPY OF PRODUCT SPECIFICATION	O	PRODUCTION PLANNING	LIFE OF COMPANY

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RECORDS CONTROL SCHEDULE

Date April, 1982

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
PRODUCT FILES (Cont'd.)			
- CORRESPONDENCE	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- GENERAL INFORMATION	O	ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
	X	ANYWHERE	MAX. UNTIL SUPERSEDED OR OBSOLETE
- PROGRAMS --- See PLANS & PROGRAMS			
PROJECT RECORDS			
- ACCOMPLISHMENT REPORTS	O	EXECUTIVE COMMITTEE	10 YEARS
	X	ANYWHERE	MAX. 10 YEARS OR FILED WITH APPROPRIATION REQUEST
- APPROPRIATION REQUESTS	O	FINANCE	UFTA/20 YEARS AFTER FINANCIAL CLOSING
	X	ANYWHERE	MAX. 10 YEARS AFTER FINANCIAL CLOSING OR ACCOMPLISHMENT REPORTED

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RECORDS CONTROL SCHEDULE

Date February, 1981

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
QUESTIONNAIRES	O	ANYWHERE	5 YEARS
	X	ANYWHERE	MAX. 3 YEARS
QUOTATIONS (REMINGTON SALES)	OX	ANYWHERE	MAX. 3 YEARS

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RECORDS CONTROL SCHEDULE

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
RECORDS CONTROL SCHEDULE	O	FINANCE	2 YEARS AFTER SUPERSEDED
	X	ANYWHERE	UNTIL SUPERSEDED
- AUDITS	OX	ANYWHERE	MAX. 5 YEARS
- BULLETINS	O	FINANCE	2 YEARS AFTER SUPERSEDED
	X	ANYWHERE	UNTIL SUPERSEDED
- CORRESPONDENCE AND GUIDELINES	OX	ANYWHERE	MAX. 2 YEARS
REMITTANCE REPORT (G-233)	O	FINANCE	UFTA/2 YEARS
	X	ANYWHERE	MAX. 2 YEARS
RENEGOTIATION RECORDS - WORK PAPERS AND STATISTICAL HISTORY	O	FINANCE	3 YEARS AFTER CLEARANCE OR SETTLEMENT
REPAIR GUNS - RECORDS	O	PLANT SITE	10 YEARS
REPORTS			
- ACCOMPLISHMENT --- See PROJECT RECORDS			
- ACTIVITY REPORTS - PLANT PERFORMANCE (Includes Related Charts and Supporting Data.)			
- ANNUAL	OX	PLANTS	MAX. 5 YEARS
MONTHLY - JANUARY TO NOVEMBER	OX	PLANTS	MAX. 1 YEAR

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Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
REPORTS (Cont'd.)			
- ACTIVITY REPORTS - PLANT PERFORMANCE (Cont'd.)			
- MONTHLY - DECEMBER	OX	PLANTS	MAX. 5 YEARS
- WEEKLY	OX	PLANTS	MAX. 5 MONTHS
- ANNUAL	O	COMPANY SECRETARY	LIFE OF COMPANY
- CALL REPORTS			
- DEALER	OX	MARKETING	NOT TO BE RETAINED
- WHOLESALER	OX	MARKETING	1 YEAR
- DEPARTMENTAL AND DIVISIONAL PERFORMANCE REPORTS/LETTERS	O	ANYWHERE	3 YEARS
Includes Management Visitation Reviews, Presentations, Programs, and State of Business Data.	X	ANYWHERE	MAX. 3 YEARS
- ENGINEERING --- See ENGINEERING STUDIES AND REPORTS			
- GOVERNMENT --- See GOVERNMENT REPORTS			
- MARKET --- See MARKETING RECORDS			

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RECORDS CONTROL SCHEDULE

Date February, 19

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
REPORTS (Cont'd.)			
- RESEARCH AND DEVELOPMENT - PERIODIC REPORTS WITHIN DEPARTMENT	O	ANYWHERE	10 YEARS
	X	ANYWHERE	MAX. 10 YEARS
- RESEARCH AND DEVELOPMENT - PROCESS	O	RESEARCH	PERMANENT
	X	ANYWHERE	MAX. PERMANENT
- TECHNICAL SERVICE REPORTS	O	MARKETING	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS

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RECORDS CONTROL SCHEDULE

Date February, 198

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
REPORTS (Cont'd.)			
- TO DU PONT EXECUTIVE COMMITTEE			
- ANNUAL AND MID-YEAR UPDATE	O	EXECUTIVE COMMITTEE	15 YEARS
	X	MANAGEMENT	10 YEARS
	X	FINANCE	10 YEARS
	X	ANYWHERE	MAX. 5 YEARS
- WORK PAPERS	O	FINANCE	5 YEARS
- QUARTERLY	O	EXECUTIVE COMMITTEE	5 YEARS
	X	MANAGEMENT	5 YEARS
	X	FINANCE	5 YEARS
	X	ANYWHERE	MAX. 1 YEAR
- WORK PAPERS	O	FINANCE	1 YEAR

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RECORDS CONTROL SCHEDULE

Date February, 1981

Record Category, Title, or Description	Copy	Location or Principal Responsibility	Total Retention
SHIPPING RECORDS (Cont'd.)			
- ALL OTHER RECORDS			
- DOMESTIC	O	ANYWHERE	3 YEARS
	X	ANYWHERE	MAX. 3 YEARS
- EXPORT	O	ANYWHERE	UFTA/5 YEARS
	X	ANYWHERE	MAX. 5 YEARS
STANDARDS - ENGINEERING, OPERATING, MANUFACTURING SPECIFICATIONS, ETC.	O	ANYWHERE	5 YEARS AFTER SUPERSEDED OR OBSOLETE
	X	ANYWHERE	UNTIL SUPERSEDED OR OBSOLETE
- SINGLE COPY OF MANUFACTURING	O	PRODUCTION PLANNING	LIFE OF COMPANY
STOCK STATUS REPORT - FINISHED PRODUCT AND STORES			
- ACTIVITY	OX	ANYWHERE	MAX. 3 YEARS
- DAILY	OX	PLANTS	MAX. 3 MONTHS
- MONTH END OR YEAR-TO-DATE	OX	PLANTS	MAX. 10 YEARS

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RECORDS CONTROL SCHEDULE

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 Orders covering disbursements or returns.	O	ANYWHERE	UFTA/5 YEARS
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

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