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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Corporate Affairs & Business Development | Board of Directors and Committee Actions | Documents related to the actions  performed by the Board of Directors and affiliated committees. | Permanent |  |  | Restricted |
| Corporate Affairs & Business Development | Business Continuity & Disaster Recovery | Records related to plans and materials needed for resumption of operations in the event of catastrophe or system failure. | 5 years |  |  | Confidential |
| Corporate Affairs & Business Development | Business Development and Extramural Research Alliance ‐ Non‐Executed Deals | Records documenting pre‐deal business development and alliance activities, such as reviews, analysis, licensing, diligence  activities and related communications. | COND | Event + 10 years; Event = Discontinuation of  the deal |  | Confidential |
| Corporate Affairs & Business Development | Business Development Sourcing, Alliance, and Governance/Decision Records | Records related to the sourcing, screening, and analysis of partnering opportunities, as well as all alliance activities, including internal/external communications and key decisions. Also includes records related to financial analysis of potential transactions, and diligence activities. | Permanent |  |  | Confidential |
| Corporate Affairs & Business Development | Company Policies, Standards, and Procedures | Records related to official Company policy governance documentation, supporting forms, templates, and any procedural  change request. | Permanent |  |  | Confidential |
| Corporate Affairs & Business Development | Corporate Organization and Governance | Records related to the processes associated with the incorporation, organization, and governance of each legal entity of the Company, including records related to formal proceedings, and securities offerings. | Permanent |  |  | Confidential |
|  |  | NOTE: Excludes records related to the Board of Directors and Committee Actions which are otherwise included within the Board of Directors and Committee Actions record series. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Corporate Affairs & Business Development | Investor Relations | Records related to communications with  investors or analysts including external emails. | 5 years |  |  | Confidential |
| Corporate Affairs & Business Development | Shareholder Correspondence | Records related to general correspondence to / from shareholders. | 15 years |  | Greece ‐ Permanent | Confidential |
|  |  | NOTE: Excludes substantive shareholder records which are otherwise maintained within the Corporate Organization and Governance record series. |  |  |  |  |
| Corporate Affairs & Business Development | Stock Records | Records reflecting stock ownership in the Company and its subsidiaries. | COND | Event + 7 years; Event = Termination of stock ownership | Greece ‐ Permanent Mexico ‐ Permanent Russia ‐ Termination of stock ownership + 75 years for pre‐2003 records, and Termination of stock ownership + 50 years for  post 2003 records | Confidential |
| Corporate Affairs & Business Development | Strategic Business Planning and Forecasting | Records related to the processes associated with forecasting, defining goals, and creating strategic plans, including access plans, market analysis, and Acquisition and Merger (A and M) Activity. | 5 years |  | Russia ‐ 10 years | Confidential |
| Corporate Affairs & Business Development | Business Development Sourcing, Alliance, and Governance/Decision Records | Records related to the sourcing, screening, and analysis of partnering opportunities, as well as all alliance activities, including internal/external communications and key decisions. Also includes records related to financial analysis of potential transactions, and diligence activities. | Permanent |  |  | Confidential |
| Corporate Affairs & Business Development | Stock Records | Records reflecting stock ownership in the Company and its subsidiaries. | COND | Event + 7 years; Event = Termination of stock ownership | Greece ‐ Permanent Mexico ‐ Permanent Russia ‐ Termination of stock ownership + 75 years for pre‐2003 records, and Termination of stock ownership + 50 years for  post 2003 records | Confidential |
| Corporate Affairs & Business Development | Shareholder Correspondence | Records related to general correspondence to / from shareholders. | 15 years |  | Greece ‐ Permanent | Confidential |
|  |  | NOTE: Excludes substantive shareholder records which are otherwise maintained within the Corporate Organization and Governance record series. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Ethics & Compliance | Compliance Audits, Investigations, and Inspections ‐ General ‐ External | Records of external audits, investigations and inspections by governmental and regulatory authorities. | Permanent |  |  | Internal Use Only |
|  |  | NOTE: Excludes records related to i) quality and GxP ii) tax; and ii) product‐related investigations or investigations that lead to litigation or product complaint. |  |  |  |  |
| Ethics & Compliance | Compliance Audits, Investigations, and Inspections ‐ | Records documenting the internal investigation of incidents affecting | COND | Event + 11 years; Event = Closure or | Belgium ‐ Project Completion | Confidential |
| General ‐ Internal | | Company assets, including property, employees, and information, including findings, reporting, and corrective actions taken.  NOTE: Excludes records related to i) GxP;  ii) tax/financial; and iii) physical security. |  | Completion of the Audit, Investigation, or Inspection | Ireland ‐ Disciplinary Record + 1 year Netherlands ‐ Project Completion  Poland ‐ Termination + 50 years  Russia ‐ Creation date +  75 years | |
| Ethics & Compliance Compliance Framework and  Implementation | | Records detailing significant decisions and actions that provide evidence of compliance with various non‐GXP regulatory requirements and Company code of ethics, policies, processes and standards. Includes programs addressing anti‐bribery and anti‐corruption, commercial practice, data privacy, and engagement with scientific and healthcare professionals. | 11 years |  | Confidential | |
|  | | NOTE: Excludes records related to i) GxP; ii) Health, Safety, and Environment compliance records; and iii) personnel  workforce compliance. |  |  |  | |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Ethics & Compliance | Controlled Substance and | Documentation required by the DEA and | 11 years |  | United States ‐ 5 years | Confidential |
|  | Inventory Tracking | international equivalent oversight |  |  |  |  |
|  |  | authorities/agencies regarding controlled |  |  |  |  |
|  |  | substances used in research. |  |  |  |  |
| Ethics & Compliance | Drug Serialization Records | Records and data supporting the Drug | COND | Event + 6 years; |  | Confidential |
|  |  | Quality and Security Act and international |  | Event = Date of |  |  |
|  |  | equivalent laws and regulations supporting |  | Transaction |  |  |
|  |  | oversight of drug quality and tracking. |  |  |  |  |
| Ethics & Compliance | Sample Program Compliance | Records supporting the Sample Program, | 5 years |  | Belgium ‐ 11 years | Confidential |
|  |  | including the distribution, receipt and |  |  | Luxembourg ‐ 11 years |  |
|  |  | inventory reconciliation of drug samples |  |  |  |  |
|  |  | distributed. |  |  |  |  |
| Ethics & Compliance | Workforce Compliance and | Records related to processes associated | 11 years |  | Ireland ‐ Permanent | Confidential |
|  | Audits | with the monitoring of compliance with |  |  |  |  |
|  |  | workforce related regulatory requirements, |  |  |  |  |
|  |  | regulatory compliance audits, and |  |  |  |  |
|  |  | mandated regulatory reporting. |  |  |  |  |
| Facilities & Equipment | Access Entry and Badge Logs | Records related to entrance to Company | COND | Event + 1 year; | Finland ‐ 2 years | Confidential |
|  |  | premises and the request for authorization |  | Event = Date of | France ‐ No longer than |  |
|  |  | of issuance of keys. |  | Access/ | 3 months |  |
|  |  |  |  | Termination of | Ireland ‐ 6 years |  |
|  |  |  |  | Employment | Russia ‐ 3 years |  |
| Facilities & Equipment | Aviation Load Manifest | Records related to aviation details of flight | Permanent |  |  | Confidential |
|  |  | date, location, passengers and |  |  |  |  |
|  |  | management approval for flight. |  |  |  |  |
| Facilities & Equipment | Aviation Operations and | Records related to the maintenance and | COND | Event + 5 years; | Slovenia ‐ Life of Aircraft | Confidential |
|  | Maintenance | operations of Company owned aircraft |  | Event = Life of | while owned + 10 years |  |
|  |  | including preventative maintenance, |  | Aircraft while |  |  |
|  |  | notices from aircraft carriers, and logging of |  | owned |  |  |
|  |  | flight hours. |  |  |  |  |
| Facilities & Equipment | Aviation Personnel FAA | Records related to the certification and | COND | Event + 6 years; | Russia ‐ | Confidential |
|  | Records | licensing for pilots and flight technicians. |  | Event = | Superseded/Retired + 10 |  |
|  |  |  |  | Superseded/ | years |  |
|  |  |  |  | Retired |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Facilities & Equipment | Building Surveillance ‐ No | Records documenting the general | COND | Event + 30 Days; | Austria ‐ No longer than | Confidential |
|  | Incident | surveillance of activities outside all |  | Event = Date of | 72 hours |  |
|  |  | Company premises, including CCTV video |  | incident | Czech Republic ‐ No |  |
|  |  | surveillance footage that does not involve |  |  | longer than 96 hours |  |
|  |  | an incident. |  |  | Germany ‐ No longer |  |
|  |  |  |  |  | than 96 hours |  |
|  |  | NOTE: Excludes records related to incidents |  |  | Hungary ‐ No longer |  |
|  |  | which are otherwise maintained with |  |  | than 72 hours |  |
|  |  | relevant investigation records. |  |  | Italy ‐ No longer than 96 |  |
|  |  |  |  |  | hours |  |
|  |  |  |  |  | Netherlands ‐ No longer |  |
|  |  |  |  |  | than 28 days |  |
|  |  |  |  |  | Norway ‐ No longer than |  |
|  |  |  |  |  | 7 days |  |
|  |  |  |  |  | Russia ‐ 3 years |  |
|  |  |  |  |  | Sweden ‐ No longer than |  |
|  |  |  |  |  | 7 days |  |
|  |  |  |  |  | Switzerland ‐ No longer |  |
|  |  |  |  |  | than 24 hours |  |
|  |  |  |  |  | U.S.‐ LDC ‐ 60 days; ATO |  |
|  |  |  |  |  | B31 ‐ 120 days |  |
| Facilities & Equipment | Equipment Management ‐ | Records of the commissioning, monitoring, | COND | Event + 10 years; | Greece ‐ Duration of | Confidential |
|  | General | maintenance, and decommissioning of non‐ |  | Event = Life of | Employment + 20 years |  |
|  |  | GxP regulated equipment not subject to |  | Equipment | Poland ‐ Life of |  |
|  |  | regulatory inspection. |  |  | Equipment +30 years |  |
|  |  |  |  |  | Slovenia ‐ Permanent |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Facilities & Equipment | Equipment Management ‐ GxP | Records of the commissioning, monitoring, | COND | Event + 30 years; | Japan ‐ Expiry of drug + | Confidential |
|  |  | maintenance, and decommissioning of |  | Event = Life of | 30 years |  |
|  |  | equipment subject to GxP regulatory |  | Equipment. |  |  |
|  |  | inspection. |  | Records |  |  |
|  |  |  |  | associated with |  |  |
|  |  |  |  | Medical Devices |  |  |
|  |  |  |  | must be |  |  |
|  |  |  |  | maintained for at |  |  |
|  |  |  |  | least 10 years |  |  |
|  |  |  |  | after the last |  |  |
|  |  |  |  | product has been |  |  |
|  |  |  |  | manufactured. |  |  |
| Facilities & Equipment | Facilities Management | Records of the commissioning, monitoring, | COND | Event + 10 years; | Japan ‐ Expiry of drug + | Confidential |
|  |  | maintenance, and decommissioning of both |  | Event = Life of | 30 years for GxP |  |
|  |  | GxP facilities subject to regulatory |  | Building/Facility + |  |  |
|  |  | inspection and non‐GxP regulated facilities. |  | 10 years for Non‐ |  |  |
|  |  |  |  | GxP / Life of |  |  |
|  |  |  |  | Building/Facility + |  |  |
|  |  |  |  | 30 years for GxP. |  |  |
|  |  |  |  | Records |  |  |
|  |  |  |  | associated with |  |  |
|  |  |  |  | Medical Devices |  |  |
|  |  |  |  | must be |  |  |
|  |  |  |  | maintained for at |  |  |
|  |  |  |  | least 10 years |  |  |
|  |  |  |  | after the last |  |  |
|  |  |  |  | product has been |  |  |
|  |  |  |  | manufactured. |  |  |
| Facilities & Equipment | Physical Security Investigations | Records documenting the investigation of | COND | Event + 7 years; |  | Confidential |
|  |  | incidents affecting the physical security of |  | Event = Closure of |  |  |
|  |  | Company assets, including buildings, |  | Investigation |  |  |
|  |  | facilities, and other Company premises. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Facilities & Equipment | Security Operations | Records of routine security operations for Company‐managed facilities, including documentation related to the activities of security guards and patrols. | 5 years |  | Finland ‐ 6 years Ireland ‐ 6 years Switzerland ‐ 10 years | Confidential |
|  |  | NOTE: Excludes records related to access entry and badge logs which are otherwise maintained within the Access Entry and Badge Logs record series. |  |  |  |  |
| Facilities & Equipment | Security Server / Application Logs | Records documenting servers and applications required to create a security log capturing log events (e.g. failed login). Logs are forwarded to SYSLOG server. | COND | False / False Positive; Event = Retain no longer than 13 months | Spain ‐ 2 years | Confidential |
| Finance & Accounting | Banking Records | Records related to the processes associated with establishing and maintaining the Company's bank accounts and  arrangements with banks. | COND | Event + 7 years; Event = Account Closure | China ‐ Account closure  + 11 years | Confidential |
| Finance & Accounting | Cash Management | Records related to the processes associated with the analysis and reconciliations of transactions related to the Company's cash  balances. | 11 years |  |  | Confidential |
| Finance & Accounting | Cash Planning and Forecasting | Records related to the processes associated with the short‐term planning and forecasting of the Company's cash  balances. | 5 years |  |  | Confidential |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Facilities & Equipment | Security Operations | Records of routine security operations for Company‐managed facilities, including documentation related to the activities of security guards and patrols. | 5 years |  | Finland ‐ 6 years Ireland ‐ 6 years Switzerland ‐ 10 years | Confidential |
|  |  | NOTE: Excludes records related to access entry and badge logs which are otherwise maintained within the Access Entry and Badge Logs record series. |  |  |  |  |
| Facilities & Equipment | Security Server / Application Logs | Records documenting servers and applications required to create a security log capturing log events (e.g. failed login). Logs are forwarded to SYSLOG server. | COND | False / False Positive; Event = Retain no longer than 13 months | Spain ‐ 2 years | Confidential |
| Finance & Accounting | Banking Records | Records related to the processes associated with establishing and maintaining the Company's bank accounts and  arrangements with banks. | COND | Event + 7 years; Event = Account Closure | China ‐ Account closure  + 11 years | Confidential |
| Finance & Accounting | Cash Management | Records related to the processes associated with the analysis and reconciliations of transactions related to the Company's cash  balances. | 11 years |  |  | Confidential |
| Finance & Accounting | Cash Planning and Forecasting | Records related to the processes associated with the short‐term planning and forecasting of the Company's cash  balances. | 5 years |  |  | Confidential |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Finance & Accounting | Financial Accounting | Records documenting the receipt and | 11 years | Records | Canada ‐ Life of | Confidential |
|  |  | dispersal of Company funds and the |  | associated with | Corporation + 2 years |  |
|  |  | reconciliation and balancing of Company |  | Medical Devices | China ‐ Fiscal year + 30 |  |
|  |  | financial books and records. Includes |  | must be | years |  |
|  |  | documentation authorizing dispersal of |  | maintained for at | Czech Republic ‐ |  |
|  |  | funds and documenting compliance with |  | least 10 years | Permanent |  |
|  |  | financial policies and procedures. |  | after the last | Russia ‐ Permanent |  |
|  |  |  |  | product has been | Saudi Arabia ‐ 16 years |  |
|  |  |  |  | manufactured. | Slovenia ‐ 21 years |  |
|  |  |  |  |  | South Africa ‐ 15 years |  |
|  |  |  |  |  | Switzerland ‐ 20 years |  |
|  |  |  |  |  | United Arab Emirates ‐ |  |
|  |  |  |  |  | 16 years |  |
|  |  |  |  |  | U.S. Ohio and Kentucky |  |
|  |  |  |  |  | only ‐ Termination + 15 |  |
|  |  |  |  |  | years |  |
| Finance & Accounting | Financial Audits | Records related to the audits, examination | COND | Event + 11 years; |  | Restricted |
|  |  | and review of the Company's accounting |  | Event = Closure of |  |  |
|  |  | practices internally by the Company and |  | Audit |  |  |
|  |  | third‐parties including supporting |  |  |  |  |
|  |  | documentation. |  |  |  |  |
| Finance & Accounting | Financial Management | Records related to the processes associated | 11 years |  |  | Confidential |
|  |  | with planning, organizing, directing, |  |  |  |  |
|  |  | reporting, analyzing and controlling the |  |  |  |  |
|  |  | financial assets of the Company. |  |  |  |  |
| Facilities & Equipment | Security Server / Application Logs | Records documenting servers and applications required to create a security log capturing log events (e.g. failed login). Logs are forwarded to SYSLOG server. | COND | False / False Positive; Event = Retain no longer than 13 months | Spain ‐ 2 years | Confidential |
| Finance & Accounting | Financial Reporting Support | Records supporting the preparation of | COND | Event + 11 years; | Slovenia ‐ Permanent | Confidential |
|  |  | financial reports, results, and disclosures. |  | Event = Closure of |  |  |
|  |  | Includes actuals and forecasts of the |  | Audit |  |  |
|  |  | Company's income statement, its |  |  |  |  |
|  |  | components, and subsequent analysis. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Finance & Accounting | Insurance Claims Review and | Records related to claims for losses | COND | Event + 7 years; |  | Confidential |
|  | Analysis | attributed to the Company and |  | Event = Final |  |  |
|  |  | documentation of the investigation and |  | Resolution of the |  |  |
|  |  | resolution of such claims. |  | Claim |  |  |
| Finance & Accounting | Insurance Policies | Records related to insurance policies, | Permanent |  |  | Confidential |
|  |  | endorsements and binders. |  |  |  |  |
| Finance & Accounting | Investment and Financing | Records related to internal and external | COND | Event + 11 years; |  | Confidential |
|  | Management | financing efforts and Company |  | Event = Life of |  |  |
|  |  | investments. |  | Financing |  |  |
|  |  |  |  | Effort/Investment |  |  |
| Finance & Accounting | Payroll Accounting and Support | Records of payments made to employees,  documenting payroll taxes withheld and | 11 years |  | Bulgaria ‐ 51 years  China ‐31 years | Confidential |
|  |  | paid on behalf of the employee. Includes |  |  | Czech Republic ‐ 31 |  |
|  |  | the review and verification of accounts, |  |  | years |  |
|  |  | adjustments, payments, and time and |  |  | France ‐ No longer than |  |
|  |  | attendance records. |  |  | 5 years |  |
|  | | | | | Greece ‐ Duration of |  |
| Employment + 20 years |  |
| Ireland ‐ 12 years |  |
| Japan ‐ Duration of |  |
| Employment + 3 years |  |
| Poland ‐ Duration of |  |
| Employment + 50 years |  |
| Romania ‐ 51 years |  |
| Russia ‐ Creation date + |  |
| 75 years |  |
| Slovenia ‐ Permanent |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Finance & Accounting | Payroll Deduction and | Records related to forms completed by | COND | Event + 6 years; | Algeria ‐ Duration of | Confidential |
|  | Withholding Authorizations | employees authorizing payroll deductions |  | Event = Duration | Employment + 10 years |  |
|  |  | for various purposes. |  | of Employment | Czech Republic ‐ |  |
|  |  |  |  |  | Duration of Employment |  |
|  |  |  |  |  | + 30 years |  |
|  |  |  |  |  | Greece ‐ Duration of |  |
|  |  |  |  |  | Employment + 30 years |  |
|  |  |  |  |  | Poland ‐ Duration of |  |
|  |  |  |  |  | Employment + 50 years |  |
|  |  |  |  |  | Slovenia ‐ Permanent |  |
| Finance & Accounting | Product Pricing and | Records related to product pricing, | 11 years |  | Belgium ‐ Life of Product | Restricted |
|  | Discounting Plans | including rebate processing, payments, |  |  | U.S. Ohio and Kentucky |  |
|  |  | reimbursement request submissions and |  |  | only ‐ 16 years |  |
|  |  | documentation supporting such requests, |  |  |  |  |
|  |  | and records related to the resolution of |  |  |  |  |
|  |  | related customer issues. Includes records |  |  |  |  |
|  |  | related to both commercial and |  |  |  |  |
|  |  | government contracts. |  |  |  |  |
| Finance & Accounting | SEC Filings and Corporate | Records related to the processes associated | 5 years |  | China ‐ Permanent | Confidential |
|  | Disclosure Agreements | with reporting, corporate disclosure, and |  |  | Japan ‐ Preparation of |  |
|  |  | filing with the Securities & Exchange |  |  | Financial Statements + |  |
|  |  | Commission or equivalent international |  |  | 10 years |  |
|  |  | regulatory bodies, and supporting |  |  | Russia ‐ Permanent |  |
|  |  | documentation. |  |  | Slovenia ‐ Permanent |  |
|  |  |  |  |  | United Kingdom ‐ Date |  |
|  |  |  |  |  | of Transaction + 6 years |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Finance & Accounting | Tax Audit ‐ Governmental | Records related to the final resolution governmental audits. | Permanent |  |  | Confidential |
|  |  | NOTE: Excludes supporting records and workpapers which are otherwise maintained within the Tax Audits & Appeals Workpapers and Correspondence record series. |  |  |  |  |
| Finance & Accounting | Tax Audits & Appeals Workpapers and Correspondence | Records supporting tax protests, appeals, and federal and sub‐jurisdictional requests for audits, including workpapers, and supporting documentation including correspondence and records documenting protests and extensions. | COND | Event + 15 years; Event = Closure of Audit |  | Confidential |
|  |  | Records supporting tax provision, reconciliations and disclosures in the financial statements |  |  |  |  |
|  |  | NOTE: Excludes records of the actual governmental tax audit which are otherwise maintained within the Governmental Tax Audit record series. |  |  |  |  |
| Finance & Accounting | Tax Planning, Tax Returns and Other Filings | Records related to the processes associated with the planning, preparation, and filing for tax returns records at the federal and sub‐jurisdictional levels. Includes Exemption letters and Tax Rulings. | Permanent |  |  | Confidential |
|  |  | NOTE: Excludes records related to Value Added Tax (VAT) which are otherwise included within the VAT Records series. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Finance & Accounting | Unclaimed Property Reporting | Records related to reporting and backup | COND | Event + 11 years; |  | Confidential |
|  |  | information submitted to states related to |  | Event = Date Filed |  |  |
|  |  | unclaimed property. |  |  |  |  |
| Finance & Accounting | VAT Records | Records documenting filings, work papers, | 11 years |  | Saudi Arabia ‐ 16 years | Confidential |
|  |  | reconciliations, and audits related to VAT |  |  | United Arab Emirates ‐ |  |
|  |  | Tax, including rulings related to claims and |  |  | 16 years |  |
|  |  | payments. |  |  |  |  |
| Finance & Accounting | Vendor Tax Reporting and | Records related to vendor information and | 11 years |  |  | Confidential |
|  | Information | tax reporting on amounts paid to vendors. |  |  |  |  |
| General & Administrative | Company Communications | Records related to internal Company | 7 years |  | All‐staff meeting video | Internal Use |
|  |  | communications, including publications and |  |  | recordings are transitory | Only |
|  |  | materials for internal distribution. |  |  | with a 30 day retention |  |
| General & Administrative | Ongoing Administrative | Information on ongoing programs, | 5 years |  | Poland ‐ 6 years | Confidential |
|  | Matters | operations and/or collaborations that are |  |  |  |  |
|  |  | NOT subject to longer legal, regulatory, or |  |  |  |  |
|  |  | business retention requirements outlined |  |  |  |  |
|  |  | elsewhere in the records retention |  |  |  |  |
|  |  | schedule. |  |  |  |  |
| General & Administrative | Project and Collaboration | Records related to project administration | COND | Event + 10 years; | Switzerland ‐ 11 years | Confidential |
|  | Administration and | and management of research and |  | Event = Project |  |  |
|  | Management | development projects including records of |  | completion or |  |  |
|  |  | the management of external |  | closure |  |  |
|  |  | collaborations. |  |  |  |  |
| General & Administrative | Records Storage | Records related to processes associated | COND | Event + 3 years; | China ‐ Permanent for | Confidential |
|  | Documentation | with tracking and managing records that |  | Event = | accounting inventory |  |
|  |  | have been transferred to off‐site storage, |  | Destruction of | destruction records |  |
|  |  | including administrative documentation. |  | carton |  |  |
| General & Administrative | Subject Matter Files ‐ Non‐ | Records documenting Subject Matter files | 7 years |  |  | Confidential |
|  | Product Specific (Non‐ | that are not related to a specific product |  |  |  |  |
|  | Submission Related) | and not used in a submission. |  |  |  |  |
| Government & Public Relations | XXXXX Foundation Grant | Records related to Company Foundation | 5 years |  |  | Confidential |
|  | Requests ‐ Declined | requests for donations/grants which were |  |  |  |  |
|  |  | not approved. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Government & Public Relations | Charitable Giving | Records documenting organization of the Company's Charitable Foundation and its ongoing corporate management. Includes IRS tax exemption status records and records relating to Cash Donations. | Permanent |  |  | Confidential |
| Government & Public Relations | Communications ‐ External | Records documenting communication material prepared by or for the Company for external use with the general public, including responses to requests for general information about the Company from external sources. | Permanent |  |  | Confidential |
|  |  | NOTE: Excludes product advertisements, product marketing materials, product labeling materials, product/disease state publications, product donations, and communications related to sponsorship/partnership inquiries. |  |  |  |  |
| Government & Public Relations | Company Staff Community Involvement | Records related to the Company Foundation matching gifts, Company staff volunteer programs and participation by  Company staff. | 7 years |  |  | Confidential |
| Government & Public Relations | Government Contract Compliance: Supplier Diversity | Records related to a contract or an agreement between the Company and third parties, as well as other related Company parties, including the records related to the processes associated with establishing the  contract or agreement. | COND | Event + 11 years; Event = Date of Termination of Contract or Expiration of  Agreement |  | Confidential |
| Government & Public Relations | Original Content on External XXXXX Webpages | Records documenting sub‐pages within any Company webpage that have original  content. | 11 years |  |  | Confidential |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Government & Public Relations | Political Action Committee, Lobbying, and Government Affairs | Records related to interactions with governments by lobbyists and other Company representatives or entities including Political Action Committees. Includes records related to communications, reporting, solicitations, disbursements, and filings. | 11 years |  |  | Confidential |
| Health, Safety & Environment | Employee General Health and Blood Donation Information | Records of general non‐exposure or occupational related employee health and wellness information and voluntary donations for research and other purposes.  NOTE: Excludes medical records related to exposure which are otherwise captured within the Staff Member Medical Records and Assessments record series. | 15 years |  | Germany ‐ Creation Date  + 20 years, but not longer than 30 years Sweden ‐ 30 years Turkey ‐ Creation Date + 30 years | Internal Use Only |
| Health, Safety & Environment | Environmental Program Compliance, Testing and Monitoring ‐ General | Records related to the environmental programs/plans and the associated testing, monitoring, inspection and assessment of property and the environmental impact resulting from Company actions not covered elsewhere. Includes environmental testing, air emission and water quality monitoring. | 11 years |  | Austria ‐ Superseded + 7 years  Brazil ‐ Creation Date + 20 years | Confidential |
|  |  | NOTE: Excludes records related to (i) hazardous waste; and (ii) radiation. |  |  |  |  |

**Category Schedule Title Description Retention Condition Exceptions Classification**

Health, Safety & Environment Hazardous Waste Storage,

Control, and Disposition

Records documenting the site approval,

treatment, storage, releases and disposal of hazardous material and waste in accordance with federal requirements, including employee communications.

Includes records related to hazardous waste minimization and recycling plan/program in manufacturing and production facilities, and minimization processes used to manufacture finished pharmaceutical products.

Permanent Confidential

Health, Safety & Environment Hazmat Response Team Records relating to the administration of a

Hazmat Response Team.

5 years Austria ‐ Final Resolution Confidential

+ 7 years

Italy ‐ 11 years Switzerland ‐ 11 years

Health, Safety & Environment Health, Safety & Environment

Effective

Incident and Hazard Investigations (not involving injury)

Records related to non‐injury related Incident reports and investigations including investigations and resolutions including preventative and corrective actions.

COND Event + 7 years; Event = Closure or final resolution of the investigation

Confidential

Effective

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Health, Safety & Environment | Health, Safety & Environment | Records pertaining to the assessment of | COND | Event + 5 years; | Austria ‐ Superseded + 7 | Confidential |
|  | Risk Assessments, Plans, | HSE risk. Records documenting the findings |  | Event = | years |  |
|  | Compliance, and Management | and action items resulting from hazard and |  | Superseded/ | Brazil ‐ |  |
|  |  | risk assessments and subsequent |  | Retired | Superseded/Retired + 20 |  |
|  |  | mitigation activities. Including emergency |  |  | years |  |
|  |  | response and prevention plans created to |  |  | Canada ‐ Date procedure |  |
|  |  | ensure the health and safety of employees. |  |  | established + 10 years |  |
|  |  |  |  |  | China ‐ Creation date + |  |
|  |  |  |  |  | 20 years |  |
|  |  |  |  |  | Hungary ‐ Permanent |  |
|  |  |  |  |  | Italy ‐ Superseded + 11 |  |
|  |  |  |  |  | years |  |
|  |  |  |  |  | Netherlands ‐ |  |
|  |  |  |  |  | Superseded + 10 years |  |
|  |  |  |  |  | Poland ‐ Termination + |  |
|  |  |  |  |  | 50 years |  |
|  |  |  |  |  | Portugal ‐ 41 years |  |
|  |  |  |  |  | Russia ‐ |  |
|  |  |  |  |  | Superseded/Retired + 45 |  |
|  |  |  |  |  | years |  |
|  |  |  |  |  | Switzerland ‐ Close of |  |
|  |  |  |  |  | Exam + 11 years |  |
|  |  |  |  |  | United Kingdom ‐ |  |
|  |  |  |  |  | Superseded + 6 years |  |
| Health, Safety & Environment | Licenses, Permits, and | Records related to the processes associated | Permanent | Confidential | | |
|  | Submissions ‐ Health, Safety, | with the licensing, permitting, and |  |  | | |
|  | and Environment | associated submissions in relation |  |  | | |
|  |  | Company's environmental, health and |  |  | | |
|  |  | safety programs and activities, including air, |  |  | | |
|  |  | water, and hazardous/biohazardous waste |  |  | | |
|  |  | registration hazmat storage tanks. |  |  | | |
| Health, Safety & Environment | Non‐Regulated Waste | Records documenting the control and | 11 years | Confidential | | |
|  | Management Records | disposal of non‐hazardous waste. |  |  | | |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Health, Safety & Environment | Physical Agent Exposure | Records to document occupational | COND | Event + 40 years; | Hungary ‐ Duration of | Confidential |
|  | Assessments | exposure to hazardous and toxic exposures |  | Event = Duration | Employment + 50 years |  |
|  |  | to physical agents. |  | of Employment | Norway ‐ Duration of |  |
|  |  |  |  |  | Employment + 60 years |  |
|  |  | NOTE: Excludes radiation exposure records |  |  | Russia ‐ Duration of |  |
|  |  | which are otherwise maintained within the |  |  | Employment + 75 years |  |
|  |  | Radiation Management and Disposition |  |  | for pre‐2003 records, |  |
|  |  | record series. |  |  | and Duration of |  |
|  | | | | | Employment + 50 years |  |
| for post 2003 records |  |
| Slovenia ‐ Permanent |  |
| South Africa ‐ Duration |  |
| of Employment + 50 |  |
| Years |  |

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| Health, Safety & Environment | Radiation Management and | Records related to the acquisition, use, | Permanent |  |  | Confidential |
|  | Disposition | testing, inspection, maintenance, and |  |  |  |  |
|  |  | disposition of radiation and radiation |  |  |  |  |
|  |  | sources at the Company. Includes records |  |  |  |  |
|  |  | related to employee radiation monitoring, |  |  |  |  |
|  |  | exposure, and medical records. |  |  |  |  |
| Health, Safety & Environment | Random Drug and Alcohol | Records related to testing for drug and | COND | Event + 5 years; | Belgium ‐ Duration of | Confidential |
|  | Testing for Drivers | alcohol use at the Company. |  | Event = Duration | Employment + 15 years |  |
|  |  |  |  | of Employment | Italy ‐ Permanent |  |
| Health, Safety & Environment | Safety Data Sheets and | Records related to internal/external Safety | COND | Event + 40 years; | Slovenia ‐ Permanent | Confidential |
|  | Chemical Inventories | Data Sheets (MSDS) and inventories for |  | Event = Until |  |  |
|  |  | chemicals utilized or provided by the |  | Chemical No |  |  |
|  |  | Company and/or outside suppliers. These |  | Longer Stored or |  |  |
|  |  | records show the presence and use of |  | Used |  |  |
|  |  | hazardous and potentially hazardous |  |  |  |  |
|  |  | substances in the workplace that may |  |  |  |  |
|  |  | adversely affect employee health and |  |  |  |  |
|  |  | safety. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Health, Safety & Environment | Staff Member Medical Records | Records related to staff member medical | Permanent |  | France ‐ No longer than | Confidential |
|  | and Assessments | testing, treating, monitoring and |  |  | duration of employment |  |
|  |  | assessment records of exposure. |  |  | non‐exposure medical |  |
|  |  |  |  |  | records + 40 years |  |
|  |  |  |  |  | Germany ‐ No longer |  |
|  |  | NOTE: Excludes radiation exposure related |  |  | than 100 years after |  |
|  |  | employee medical records which are |  |  | birth of employee |  |
|  |  | otherwise maintained within the Radiation |  |  | Greece ‐ Duration of |  |
|  |  | Management and Disposition record series. |  |  | Employment + 20 years |  |
|  |  |  |  |  | Netherlands ‐ 41 years |  |
|  |  |  |  |  | Russia ‐ 76 years |  |
|  |  |  |  |  | Slovenia ‐ Permanent |  |
| Health, Safety & Environment | Workers Compensation Files | Records related to administrative and | 40 years |  | Greece ‐ Duration of | Confidential |
|  |  | medical information regarding Workers |  |  | Employment + 20 years |  |
|  |  | Compensation (WC) Claims. |  |  | Russia ‐ Duration of |  |
|  |  |  |  |  | Employment + 75 years |  |
|  |  |  |  |  | for pre‐2003 records, |  |
|  |  |  |  |  | and Duration of |  |
|  |  |  |  |  | Employment + 50 years |  |
|  |  |  |  |  | for post 2003 records |  |
| Health, Safety & Environment | Workplace Accidents and | Record related to accidents and injuries in | 11 years |  | Italy ‐ Permanent | Confidential |
|  | Injuries | the workplace. Includes relevant records of |  |  | Netherlands ‐ 41 years |  |
|  |  | logs, investigations, and reports. |  |  | Poland ‐ Duration of |  |
|  |  |  |  |  | Employment + 50 years |  |
|  |  |  |  |  | Russia ‐ Creation date + |  |
|  |  |  |  |  | 75 years |  |
|  |  |  |  |  | Slovenia ‐ Permanent |  |
|  |  |  |  |  | Switzerland ‐ 6 or if |  |
|  |  |  |  |  | SAMV + 10 |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Human Resources | Applicant Records ‐ Not Hired | Records associated with hiring activities for Company positions related to applicants not hired. | COND | Event + 2 years; Event = Date of application | U.S. California only ‐ 4 years | Confidential |
|  |  | NOTE: Excludes records of hires which are otherwise maintained within the Employment Records series. |  |  |  |  |
| Human Resources | Benefits Administration and Management | Records documenting the general development, design, management, reporting, and administration of benefit and incentive plans (health, welfare and work life plans. Includes Health, Severance, Financial, 401K). | COND | Event + 7 years; Event = Life of Plan | Greece ‐ Duration of Employment + 20 years Hungary ‐ Life of Plan + 10 years  Netherlands ‐ Life of Plan + 8 years  Turkey ‐ Life of Plan + 11  years | Confidential |
| Human Resources | Compensation Planning and Administration | Records detailing terms, conditions, and guidelines surrounding the Company's various compensation programs. | 11 years |  | Poland ‐ Termination + 50 years or Tax Audit timeframe  Russia ‐ Creation Date + 75 years  Slovenia ‐ Permanent Sweden ‐ Termination + 12 years or Tax Audit timeframe  Switzerland ‐  Termination + 10 years or Tax Audit timeframe | Confidential |
| Human Resources | Drug Testing | Records associated with drug testing, including records that evidence the results of drug tests administered to employees  with test results. | 5 years |  | France ‐ No longer than 2 years after last contact with applicant | Confidential |

**Category Schedule Title Description Retention Condition Exceptions Classification**

Human Resources Employee Benefits Participation

Records of employee eligibility and participation in Company‐sponsored benefit plans.

COND Event + 7 years; Event = Duration of Employment

Australia ‐ Duration of Employment + 7 years, or until all benefits are paid, whichever is longer Greece ‐ Duration of Employment + 20 years Russia ‐ Creation date + 75 years

Slovakia ‐ Duration of Employment + 10 years

Confidential

Human Resources Employment Eligibility and Immigration Records

Records related to the processes associated with employment selection, justification for immigrant labor, and other eligibility for employment as a foreigner in the subject jurisdiction.

COND Event + 5 years; Event = Duration of Employment

Netherlands ‐ 5 years Russia ‐ Creation date + 75 years

Slovenia ‐ Permanent United Kingdom ‐ Duration of Employment

+ 7 years

Confidential

Effective

**Category Schedule Title Description Retention Condition Exceptions Classification**

Human Resources Employment Records Records related to an individual staff

member's work history. Employee Files are records providing a history of employment from initial hiring until termination, including promotion, performance appraisals, resumes, and transfers.

COND Event + 7 years; Event = Duration of Employment

Algeria ‐ Duration of Employment + 10 years Argentina ‐ Duration of Employment + 10 years Bulgaria ‐ Duration of Employment + 7 years, Except 50 years for employment records not received by employees Finland ‐ Duration of Employment + 7 years, Except 10 Years for work certificates

France ‐ PII no longer than duration of employment

Greece ‐ Duration of Employment + 20 years Netherlands ‐ Benefit records ‐ 7 years Poland ‐ Duration of Employment + 50 years Russia ‐ Duration of Employment +75 years for pre‐2003 records, and Duration of Employment + 50 years for post 2003 records

Confidential

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Human Resources | Job Posting, Requests, and | Records related to the posting and | 5 years |  | France ‐ No longer than | Confidential |
|  | Recruitment Tracking | advertising of open positions within the |  |  | 2 years after last contact |  |
|  |  | Company as well as tracking of Company |  |  | with applicant |  |
|  |  | recruitment activities including logs and |  |  | Greece ‐ No longer than |  |
|  |  | databases and E‐Recruiting. |  |  | 2 years after last contact |  |
|  |  |  |  |  | with applicant (Unless |  |
|  |  |  |  |  | applicant has given |  |
|  |  |  |  |  | consent for a longer |  |
|  |  |  |  |  | period) |  |
| Human Resources | Manager/Supervisor's Staff | Records documenting the manager or | COND | Event + 1 year; | Greece ‐ Duration of | Confidential |
|  | Files | supervisor's file containing personnel |  | Event = No longer | Employment + 20 years |  |
|  |  | information related to employees under |  | reporting to |  |  |
|  |  | his/her supervision. |  | manager/ |  |  |
|  |  |  |  | supervisor |  |  |
| Human Resources | Relocation Records | Records documenting relocation of | 11 years |  |  | Confidential |
|  |  | employees, including loans made related to |  |  |  |  |
|  |  | the same. |  |  |  |  |
| Human Resources | Training Materials ‐ Non‐ | Records of training/education course | COND | Event + 5 years; |  | Confidential |
|  | Regulated | design, development, and content used in |  | Event = |  |  |
|  |  | delivery of internal and external training |  | Superseded/ |  |  |
|  |  | events not subject to GxP and other |  | Retired |  |  |
|  |  | regulatory inspection. |  |  |  |  |
| Human Resources | Training Materials ‐ Regulated | Records related to training materials used | 15 years |  |  | Confidential |
|  |  | to develop and train personnel in order to |  |  |  |  |
|  |  | perform functions documented in the |  |  |  |  |
|  |  | Company's Quality System, such as GXP |  |  |  |  |
|  |  | operations, Sarbanes‐Oxley, OSHA and |  |  |  |  |
|  |  | sales training. |  |  |  |  |
| Human Resources | Training Records ‐ Non‐ | Records related to training/education | COND | Event + 7 years; | Russia ‐ Duration of | Confidential |
|  | Regulated | course design, development, and content |  | Event = Duration | Employment + 50 years |  |
|  |  | used in delivery of internal and external |  | of Employment | Slovakia ‐ Duration of |  |
|  |  | training events not subject to GxP |  |  | Employment + 10 years |  |
|  |  | regulatory inspection. |  |  | Slovenia ‐ Permanent |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Human Resources | Training Records ‐ Regulated | Records related to regulated training | 15 years |  | Russia ‐ 50 years | Confidential |
|  |  | documenting the delivery of Company |  |  |  |  |
|  |  | sponsored training programs and those |  |  |  |  |
|  |  | individuals that attended the training for |  |  |  |  |
|  |  | compliance with regulations and/or the |  |  |  |  |
|  |  | Company's Ethics and Compliance program. |  |  |  |  |
| Information Systems | Data Archive Documentation | Records related to supporting | Permanent |  |  | Confidential |
|  |  | documentation for electronic records |  |  |  |  |
|  |  | archive requests. |  |  |  |  |
| Information Systems | Information Technology | Records related to the acquisition, | COND | Event + defined | Germany ‐ Life of | Confidential |
|  | Infrastructure and Software | development, installation, testing, |  | years; | System, Server, or Asset |  |
|  | Management | operation, validation, and decommission of |  | Event = Life of | + 15 years for GxP |  |
|  |  | hardware and its intrinsically linked |  | System, Server, or | regulated |  |
|  |  | software. Includes the application |  | Asset + 5 years for | Hungary: Life of System, |  |
|  |  | development methodology and project |  | non‐GxP regulated | Server, or Asset + 15 |  |
|  |  | deliverables for both regulated and non‐ |  | / Life of System, | years for GxP regulated |  |
|  |  | regulated systems. |  | Server, or Asset + | Romania: Life of System, |  |
|  |  |  |  | 10 years for GxP | Server, or Asset + 15 |  |
|  |  |  |  | regulated | years for GxP regulated |  |
| Information Systems | Service Desk Issue | Records related to the processes associated | 5 years |  |  | Confidential |
|  | Management | with the measures taken to resolve |  |  |  |  |
|  |  | technical support requests and incidents. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Legal Affairs | Contracts and Agreements | Records related to a contract or an agreement between the Company and third parties, as well as other related Company parties, including the records related to the processes associated with establishing the contract or agreement. | COND | Event + 11 years; Event = Date of Termination of Contract or Expiration of Agreement | Canada ‐ Life of Company + 2 years Greece ‐ Termination + Tax Audit timeframe Spain ‐ Termination + 15 years  U.S. Ohio and Kentucky only ‐ Termination + 15 years or Termination + Tax Audit timeframe | Confidential |
| Legal Affairs | Freedom‐to‐Operate Searches and Analysis | Results and reports for patent applications, patents, copyrights and trademarks. | Permanent |  |  | Restricted |
| Legal Affairs | Hold Orders and Hold Order Releases | Hold orders and Hold order releases maintained by the Law Department. Information subject to hold order can be dispositioned when the hold order is  released and in accordance with the RRS. | COND | Event + 1 year; Event = Release of Hold Order |  | Confidential |
| Legal Affairs | Intellectual Property Management | Records related to the processes associated with the preparation, filing and maintenance of the Company's intellectual property rights, including patents, copyrights and trademarks. | COND | Event + 15 years; Event = Life of Intellectual Property | Greece ‐ Permanent | Confidential |
|  |  | NOTE: Excludes records related to Freedom‐ to‐Operate Searches and Analysis which are otherwise included within the Freedom‐to‐ Operate Searches record series. |  |  |  |  |
| Legal Affairs | Legal Advice ‐  Environmental/Real Estate Issues | Records relating to processes associated with the provision of legal advice in  environmental or real estate matters. | Permanent |  |  | Confidential |

Effective

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Legal Affairs | Legal Advice ‐ General | Records documenting advice or constituting attorney work product on any legal issues, including capital projects, compliance, IP matters, and regulatory matters, excluding Environmental. This excludes superseded or redundant drafts. | COND | Event + 7 years; Event = Closure, completion, settlement or other final resolution of the  legal issue | Czech Republic ‐  Permanent  Greece ‐ Permanent Spain ‐ Termination + 15 years | Restricted |
| Legal Affairs | Licenses and Permits ‐ Business | Records related to the licenses and permits allowing the Company to conduct business within a jurisdiction. | COND | Event + 15 years; Event = Expiration or Termination | Greece ‐ Permanent Russia ‐ Permanent | Confidential |
|  |  | NOTE: Excludes licenses and permits related to Health, Safety, and Environment which are otherwise captured within the Licenses, Permits, and Submissions ‐ Health, Safety, and Environment record series. |  |  |  |  |
| Legal Affairs | Hold Orders and Hold Order Releases | Hold orders and Hold order releases maintained by the Law Department. Information subject to hold order can be dispositioned when the hold order is  released and in accordance with the RRS. | COND | Event + 1 year; Event = Release of Hold Order |  | Confidential |
| Legal Affairs | Litigation Records | Records provided to or received from adjudicatory body, opposing party, or third party of record in the course of litigation. | COND | Event + 5 years; Event = Date of Final Resolution of Litigation | Greece ‐ Final Resolution  + 10 years Mexico ‐ Final  Resolution + 10 years Russia ‐ Date of Final Resolution of Litigation +  10 years | Restricted |
| Legal Affairs | Merger and Acquisition Records | Records related to the processes associated with deal origination, deal execution, and conflict clearing in connection with corporate mergers and takeovers. | Permanent |  |  | Restricted |
| Legal Affairs | Real Estate Records | Records documenting purchase, sale, or  leasing of real estate. | Permanent |  |  | Confidential |
| Legal Affairs | Settlements and Releases | Records related to final closing documentation of a litigation, claim, or  dispute. | Permanent |  |  | Confidential |
| Marketing & Sales | Advertising ‐ Non‐Product  Related | Records related to corporate advertising  that is not product related. | 7 years |  |  | Internal Use  Only |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Marketing & Sales | Customs Broker Services and Trusted Trader Programs | Records related to the certification or recertification, and ongoing maintenance of records related to the Trade & Security Risk program, along with customs brokers  business requirements. | 5 years |  | Japan ‐ 7 years | Confidential |
| Marketing & Sales | Import, Export and Shipment Records | Records providing information regarding import or export of goods, shipping schedules, and other related documentation. This also applies to shipping via a third party. | 10 years |  | Germany ‐ 11 years Norway ‐ 11 years Slovakia ‐ 11 years | Confidential |
|  |  | NOTE: Excludes quality related distribution records. |  |  |  |  |
| Marketing & Sales | Marketing and Sales Planning and Strategies | Records relevant to marketing and sales forecasting, planning, trend analysis, market overview and research in relation to product development, performance,  competition. | 11 years |  | Czech Republic ‐  Permanent | Confidential |
| Marketing & Sales | Physician Relationship Management | Records related to database of response data to non‐personal promotion campaigns and tactics at Healthcare Provider (HCP) or aggregate level. | COND | Event + 5 years; Event = Date of Payment |  | Confidential |
|  |  | NOTE: Excludes records related to Healthcare Program Management and Compliance which is otherwise included within the Compliance Framework and Implementation Record series. |  |  |  |  |
| Marketing & Sales | Product Pricing and Rebates | Records related to product pricing, including rebate processing, payments and records related to the resolution of related customer issues. Includes records related to both commercial and government  contracts. | 11 years |  | Belgium ‐ 31 years Czech Republic ‐ Permanent United Kingdom ‐  Statute of Limitations +  15 years | Confidential |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Marketing & Sales | Sales Operations | Records that support the management of | 11 years |  |  | Confidential |
|  |  | the sales function including those related to |  |  |  |  |
|  |  | compensation, field activity, and call |  |  |  |  |
|  |  | reporting. |  |  |  |  |
| Medical & Scientific Affairs | Medical and Product | Records related to information prepared by | 11 years |  |  | Internal Use |
|  | Information Management | the Company to inform patients, health |  |  |  | Only |
|  |  | care providers, and payers about Company |  |  |  |  |
|  |  | products. Also includes records of specific |  |  |  |  |
|  |  | requests for product‐related information |  |  |  |  |
|  |  | received by the Company and responses |  |  |  |  |
|  |  | provided to those requests, including |  |  |  |  |
|  |  | medical information. |  |  |  |  |
| Medical & Scientific Affairs | Publications | Records related to Company‐sponsored | Permanent |  |  | Internal Use |
|  |  | scientific publications. Related |  |  |  | Only |
|  |  | documentation, in accordance with |  |  |  |  |
|  |  | applicable publication Standard Operating |  |  |  |  |
|  |  | Procedures (SOPs), may include reviews, |  |  |  |  |
|  |  | approvals, and correspondence by authors |  |  |  |  |
|  |  | and published/presented versions of the |  |  |  |  |
|  |  | publication. |  |  |  |  |
| Medical & Scientific Affairs | Scientific Advisory Boards | Records associated with the planning and | 15 years |  |  | Confidential |
|  |  | execution of the Advisory Board. |  |  |  |  |
| Medical & Scientific Affairs | Scientific Community | Records related to the planning at a | 7 years |  |  | Confidential |
|  | Interactions | scientific congress and gatherings, |  |  |  |  |
|  |  | communications, and exchange of medical |  |  |  |  |
|  |  | intelligence information within the |  |  |  |  |
|  |  | scientific community. |  |  |  |  |

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| Marketing & Sales | Customs Broker Services and Trusted Trader Programs | Records related to the certification or recertification, and ongoing maintenance of records related to the Trade & Security Risk program, along with customs brokers  business requirements. | 5 years |  | Japan ‐ 7 years | Confidential |
| Marketing & Sales | Import, Export and Shipment Records | Records providing information regarding import or export of goods, shipping schedules, and other related documentation. This also applies to shipping via a third party. | 10 years |  | Germany ‐ 11 years Norway ‐ 11 years Slovakia ‐ 11 years | Confidential |
|  |  | NOTE: Excludes quality related distribution records. |  |  |  |  |
| Marketing & Sales | Marketing and Sales Planning and Strategies | Records relevant to marketing and sales forecasting, planning, trend analysis, market overview and research in relation to product development, performance,  competition. | 11 years |  | Czech Republic ‐  Permanent | Confidential |
| Marketing & Sales | Physician Relationship Management | Records related to database of response data to non‐personal promotion campaigns and tactics at Healthcare Provider (HCP) or aggregate level. | COND | Event + 5 years; Event = Date of Payment |  | Confidential |
|  |  | NOTE: Excludes records related to Healthcare Program Management and Compliance which is otherwise included within the Compliance Framework and Implementation Record series. |  |  |  |  |
| Marketing & Sales | Product Pricing and Rebates | Records related to product pricing, including rebate processing, payments and records related to the resolution of related customer issues. Includes records related to both commercial and government  contracts. | 11 years |  | Belgium ‐ 31 years Czech Republic ‐ Permanent United Kingdom ‐  Statute of Limitations +  15 years | Confidential |
| Marketing & Sales | Customs Broker Services and Trusted Trader Programs | Records related to the certification or recertification, and ongoing maintenance of records related to the Trade & Security Risk program, along with customs brokers  business requirements. | 5 years |  | Japan ‐ 7 years | Confidential |
| Marketing & Sales | Import, Export and Shipment Records | Records providing information regarding import or export of goods, shipping schedules, and other related documentation. This also applies to shipping via a third party. | 10 years |  | Germany ‐ 11 years Norway ‐ 11 years Slovakia ‐ 11 years | Confidential |
|  |  | NOTE: Excludes quality related distribution records. |  |  |  |  |
| Marketing & Sales | Marketing and Sales Planning and Strategies | Records relevant to marketing and sales forecasting, planning, trend analysis, market overview and research in relation to product development, performance,  competition. | 11 years |  | Czech Republic ‐  Permanent | Confidential |
| Marketing & Sales | Physician Relationship Management | Records related to database of response data to non‐personal promotion campaigns and tactics at Healthcare Provider (HCP) or aggregate level. | COND | Event + 5 years; Event = Date of Payment |  | Confidential |
|  |  | NOTE: Excludes records related to Healthcare Program Management and Compliance which is otherwise included within the Compliance Framework and Implementation Record series. |  |  |  |  |
| Marketing & Sales | Product Pricing and Rebates | Records related to product pricing, including rebate processing, payments and records related to the resolution of related customer issues. Includes records related to both commercial and government  contracts. | 11 years |  | Belgium ‐ 31 years Czech Republic ‐ Permanent United Kingdom ‐  Statute of Limitations +  15 years | Confidential |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Medical & Scientific Affairs | Scientific Research Publication Planning and Development | Records related to the planning and development of publications (including but not limited to: manuscripts, review articles, abstracts, posters, and presentations) authored or co‐authored by Company employees for public disclosure that are directed to medical and scientific audiences and supporting documentation. | COND | Event + 10 years; Event = Project completion or closure |  | Confidential |
|  |  | NOTE: Excludes records of actual publications which are maintained within the Publications record series. |  |  |  |  |
| Non‐Clinical Development | Animal Management Records | Records pertaining to the procurement, care, monitoring and disposition of laboratory animals. Includes records related to institutional care committee and governance processes and responsibility and those related to general health and surveillance of animals in the laboratory. | 5 years |  |  | Confidential |
|  |  | NOTE: Excludes animal records required for GLP purposes. |  |  |  |  |
| Non‐Clinical Development | Laboratory Notebooks and Supplemental Data | Records supporting the scientific staff to record daily laboratory activities and data associated with a project or study, including raw data generated from laboratory instruments and official  notebooks. | Permanent |  |  | Confidential |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Non‐Clinical Development | Study and Non‐Study Files | Records related to the conduct and management of research (discovery research and translational sciences), pharmacology, nonclinical and clinical studies, and non‐study specific supporting activities (method validation). Includes materials related to the study that are not included elsewhere in the retention schedule. | COND | Event +10  years/Event + 25 years; Event = Date of discontinuation of Product/Date of Market Approval | Colombia ‐ Date of discontinuation of Product + 15 Years/Date of Market Approval + 25 Years  Germany ‐ Date of discontinuation of Product + 15 Years/Date of Market Approval + 25 Years  Hungary ‐ Date of discontinuation of Product + 15 Years/Date of Market Approval + 25 Years  Romania ‐ Date of discontinuation of Product + 15 Years/Date of Market Approval + 25 Years | Confidential |
| Product Development, Manufacturing & Support | Batch Manufacturing and Packaging of Commercial Products | Records that comprise the production history of a specific batch of drug product and which provide evidence of batch quality, including raw material supply, testing, dispensing and investigation, and batch preparation, processing, environmental monitoring, testing, storage and distribution. | COND | Event + 30 years; Event = Batch Expiration | France ‐ Batch Expiration  + 40 years | Confidential |
|  |  | NOTE: Excludes records related to investigational products which are otherwise captured within the Product Synthesis, Formulation, Development and Manufacturing Process Development record series. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Product Development, | Cell Bank Production Records | Records pertaining to the production and | Permanent |  |  | Confidential |
| Manufacturing & Support |  | testing of Cell Banks. |  |  |  |  |
| Product Development, | Clinical Development | Records supporting and generated during | Permanent |  | China ‐ Event + 25 years | Confidential |
| Manufacturing & Support |  | the clinical development of pharmaceutical |  |  | Event = Date of Market |  |
|  |  | products. Includes key documents (e.g. ICH |  |  | Approval |  |
|  |  | GCP Essential Documents) and any other |  |  |  |  |
|  |  | documentation detailing significant actions, |  |  |  |  |
|  |  | agreements and decision points produced |  |  |  |  |
|  |  | during the management and execution of |  |  |  |  |
|  |  | clinical studies or groups of clinical studies, |  |  |  |  |
|  |  | and reporting of biostatistical and |  |  |  |  |
|  |  | epidemiological data analysis. |  |  |  |  |
| Product Development, | Guidelines and Workflows | Records documenting First In Human | COND | Event; |  | Confidential |
| Manufacturing & Support |  | platform, pilot plans, and purification |  | Event = |  |  |
|  |  | workflows. |  | Superseded/ |  |  |
|  |  |  |  | Retired |  |  |
| Product Development, | Pharmacovigilance | Records related to risk assessment, risk | COND | Event + 25 years; | Finland ‐ Life of Product | Confidential |
| Manufacturing & Support | Management | management and analysis of Company |  | Event = Life of | + 50 years |  |
|  |  | products, including relevant submissions |  | Product |  |  |
|  |  | and reporting, including those associated |  |  |  |  |
|  |  | with REMS and REMS Program |  |  |  |  |
|  |  | Implementation. |  |  |  |  |
| Product Development, | Procurement Support | Records related to the request, | COND | Event + 10 years; |  | Confidential |
| Manufacturing & Support |  | authorization, and procurement to support |  | Event = Project |  |  |
|  |  | the development and manufacture of |  | completion or |  |  |
|  |  | products. Includes records relating to the |  | closure |  |  |
|  |  | selection, evaluation, and management of |  |  |  |  |
|  |  | sourcing vendors and contractors, including |  |  |  |  |
|  |  | vendor and supplier contracts. |  |  |  |  |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Product Development, | Product Program, | Records pertaining to drug development | COND | Event + 15 years; | Hungary ‐ Termination + | Confidential |
| Manufacturing & Support | Administration, and | strategies and project management |  | Event = Life of | 15 years |  |
|  | Management Records | documenting key decisions, |  | Product |  |  |
|  |  | recommendations and proposals for |  |  |  |  |
|  |  | selection, progression or termination of |  |  |  |  |
|  |  | projects at the program, alliance, or |  |  |  |  |
|  |  | portfolio level. Includes records of studies |  |  |  |  |
|  |  | which are supported with money and/or |  |  |  |  |
|  |  | Company products, but are not sponsored |  |  |  |  |
|  |  | by the Company. |  |  |  |  |
| Product Development, | Product Promotional | Records related to the development, | 11 years |  |  | Confidential |
| Manufacturing & Support | Advertising and Labeling | Company approval, and implementation for |  |  |  |  |
|  | Materials | all artwork and marketing and sales |  |  |  |  |
|  |  | material related to Material Approval and |  |  |  |  |
|  |  | Compliance (MAC) and other global |  |  |  |  |
|  |  | processes. |  |  |  |  |
| Product Development, | Product Synthesis, | Records documenting the design history | COND | Event + 30 years; | Japan ‐ Expiry of drug + | Confidential |
| Manufacturing & Support | Formulation, Development and | and development activities. Records |  | Event = Life of | 30 years |  |

Manufacturing Process

Development

related to the formulation of the product

and the process for the manufacture of product, including batch records for each lot of material produced for development purposes.

Product. Records

associated with Medical Devices must be maintained for at least 10 years after the last product has been manufactured.

Product Development, Manufacturing & Support

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Production Schedules Records associated with production

schedules.

COND Event; Event =

Superseded/ Retired

Confidential

Effective

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Product Development, Manufacturing & Support | Regulatory Submissions | Records related to essential regulatory writings submitted to regulatory agencies for the conduct of studies, marketing approvals, and other product related submissions. Includes related interactions with regulatory bodies. | Permanent |  |  | Confidential |
|  |  | NOTE: Excludes records related to pharmacovigilance which are otherwise maintained within the Pharmacovigilance Management record series. |  |  |  |  |
| Quality Assurance | Compliance Audits, | Records related to external GxP related | Permanent |  |  | Confidential |
| Investigations, and Inspections ‐ audits, investigations and inspections of the | | | | | | |
|  | GxP ‐ External | Company by regulatory and governmental  authorities. |  |  |  | |
| Quality Assurance | Compliance Audits, Investigations, and Inspections ‐ Non‐R&D ‐ Internal | Records pertaining the internal examination of internal and external controls and compliance with policies and procedures, including records of audit planning, deviations, corrective and preventative actions, resolutions, recalls, and statistical evaluations. | COND | Event + 30 years; Event = Closure or Completion of the Audit, Investigation, or Inspection | Japan ‐ Expiry of drug + Confidential 30 years | |
|  |  | NOTE: Excludes records related to R&D which are otherwise maintained within the Internal Quality Compliance Audits, Investigations, and Inspections ‐ R&D. |  |  |  | |

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| **Category** | **Schedule Title** | **Description** | **Retention** | **Condition** | **Exceptions** | **Classification** |
| Quality Assurance | Compliance Audits, | Records of internal audits that are | COND | Event + 25 years; |  | Confidential |
|  | Investigations, and Inspections ‐ | conducted by Company personnel or third‐ |  | Event = Marketing |  |  |
|  | R&D ‐ Internal | party service providers in relation to |  | Application |  |  |
|  |  | compliance with Good Laboratory Practice |  | Approval in the |  |  |
|  |  | (GLP), Good Clinical Practice (GCP), and |  | last ICH region, |  |  |
|  |  | Pharmacovigilance (PV), including audits of |  | Denial or |  |  |
|  |  | Contract Research Organizations |  | Discontinuation of |  |  |
|  |  | (CRO)/Service Providers, Clinical |  | Clinical |  |  |
|  |  | Investigator Sites, Marketing |  | development of |  |  |
|  |  | Partners/Licensing Distributors, and the |  | investigational |  |  |
|  |  | Company's internal processes. |  | product |  |  |
| Quality Assurance | Quality Management System | Records that set acceptable procedures or | COND | Event + 30 years; |  | Confidential |
|  | Documentation | delineate steps to reliably and consistently |  | Event = |  |  |
|  |  | perform routine operations that |  | Superseded/ |  |  |
|  |  | demonstrate regulatory compliance (e.g., |  | Retired |  |  |
|  |  | GXP, ICH). |  |  |  |  |
| Quality Assurance | Signature Registry ‐ GMP | A list of initials and signature of staff | COND | Event + 7 years; |  | Confidential |
|  |  | members that may sign or initial GMP |  | Event = Duration |  |  |
|  |  | documents. |  | of Employment |  |  |

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| **Form** | | |
| **TITLE**  XXXXX's Records Retention Schedule | **DOCUMENT NO.**  FORM-492487 | **VERSION**  15 . 0 |
| **EFFECTIVE/FINAL DATE**  22 Apr 2022 | **PAGE**  34 of 34 |

Document Approvals for FORM-492487, V15.0 Approved Date: 22 Apr 2022

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| Owner Approval | Angela Fleig |
| Outcome: Approve | [(afleig@XXXXX.com)](mailto:(afleig@amgen.com) Owner |
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| --- | --- |
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