

## RECORDS RETENTION SCHEDULE (RRS)

			<i>Bridget Suchma</i>	<i>F. Collu</i>	<i>SM</i>
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## 1. SCOPE

The Technip Energies Records Retention Schedule (RRS) details the Company's policies with respect to the minimum retention and disposition of every category of business records known to exist within the Company. Retention guidelines may be extended by contractual requirements with customer, and local or country specific legal requirements.

The RRS is divided into nine principal sections, the titles of which (e.g., Administration, Human Resources, Legal) correspond with business functions, as opposed to the offices or departments in which records are created or maintained. For example, a contract is a legal document, so all contracts – regardless of the department they relate to – are addressed within the "Legal" section of the Retention Schedule. The sections are divided as follows:

1. **Administration** represents those records dealing with facilities and office services; general business; motor vehicle planning and analysis; and policies and procedures.
2. **Corporate** represents those records dealing with acquisitions and divestures; corporate archives; and corporate governance.
3. **Finance, Accounting, Tax and Audit** represents those records dealing with accounting; auditing; banking; finance; financial planning and reporting; insurance and risk management; procurement; product accounting; and tax.
4. **Health, Safety and Environment** represents those records dealing with general compliance; environment; safety; and toxic and hazardous substances.
5. **Human Resources** represents those records dealing with benefits; employment and staffing; payroll; health and medical; and training and development.
6. **Information Technology** represents those records dealing with computer operations and technical support and systems and application development.
7. **Legal** represents those records dealing with claims and litigation; contracts, instruments, and opinions; government affairs; intellectual property; and records management.
8. **Projects, Products and Services** represents those records dealing with engineering; design services; manufacturing; construction; commissioning; and diving services.
9. **Sales and Marketing** represents those records dealing with communications; marketing; and sales.

Finally, each section and subsection of the RRS is organized by a series of distinct record categories, which are essentially collections or groupings of related records that share a common retention period. For each record category, the RRS provides a description of the types of records that fall within the category and identifies the retention period that must be applied to all such records. Local regulations may drive unique retention periods, which are identified on the RRS as exceptions ('Exception') with a country reference for application.

## 2. REFERENCES

GPS-COR-15019	Data Privacy Standard
GPS-COR-24011	Information and Cybersecurity Principles
GPS-COR-24012	Information Asset Management Standard
GPS-COR-24029	Information Protection Standard
GPS-COR-24032	Information Management and Records Retention
ISO 15489-1:2016	Information and documentation - Records Management

[Technip Energies Standards](#) site.

### 3. DEFINITIONS

**Record Series** The alphanumeric code assigned to each record classification with the first three alpha characters representing the principal section it resides in.

**Retention Period** The amount of time we retain records that are assigned to a specific record series.

**Retention Event** The event that occurs, which starts the retention clock e.g. project closed. The retention lifecycle begins from the date the retention event occurs.

The Records Retention Schedule uses the following codes or abbreviations:

**EVT** Event occurs triggering calculation of retention for a specified number of years.

**IND** Retain indefinitely, review every 7 years to determine if retention is still required.

**MAX #Y** Dispose of at any time, but do not retain longer than # years.

**Y | M | W** Retain for the specified number of years | months | weeks.

Note: Abbreviations, Acronyms, and Terms definitions are also available in the Global Glossary.

Access Global BPMS Glossary from [here](#).

### 4. ORGANIZATION

Responsibility and activity are summarised in the following matrix:

	Legal	Information & Digital Services (IDS)	Records and Information Management (RIM)	Business Owner's (BO)	All Employees
<b><u>Responsibility Matrix Legend:</u></b> R = Responsible for performing the action A = Accountable to ensure action happens. Only one A in case of more R C = Consulted during the action I = Informed after the action has completed					
1. Provides overall direction, oversight and guidance for this standard.	C	C	R	C	-
2. Maintains this standard and its associated procedures. Provides advice and guidance on implementation.	C	C	R	C	C
3. Implements this standard where relevant to their business. Ensures adherence by their employees.	C	R	A, R	R	I
4. Ensures that the records they generate follow the documented standards, guidelines and procedures.	-	C	C	A,R	R
5. Provides retention periods with respect to local/federal regulations.	C	I	A, R	R	I

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**5. PROCEDURE**

<b>ADMINISTRATION</b>			
<b>Facilities and Office Services</b>			
<b>Record Series</b>	<b>Record Category Title and Description</b>	<b>Retention Period</b>	<b>Retention Event</b>
<b>ADM010</b>	<b>Facilities, Office Services, Building Access and Security</b>	<b>6M</b>	<b>Creation Date</b>
<p>Records related to routine office and building services, site and facilities access, employee identification, and building security, including visitor logs, work orders and service requests. Retain for 6 months from date record was created.</p> <p><u>Typical Record Series</u>            Breach of security reports            Building Access Authorizations            Building Access System Reports            Daily progress reports            Employee Access Cards            Gate Logs            IT Request Forms - Hardware &amp; Software            Mailing Receipts            Security Guard Reports            Service Requests            Visitor's Logs and Registers</p> <p><b>Exception:</b> Russia, USA ADM010B Exception Ret Prd: 5Y Creation Date</p>			
<b>ADM020</b>	<b>Facilities Management and Maintenance</b>	<b>EVT + 10Y</b>	<b>Life of Facility</b>
<p>Records related to building management and maintenance, including office repairs and floor plans containing the layout of furniture. Retain for 10 years after facility is sold. (Excludes routine building services; see ADM010.)</p> <p><u>Typical Record Series</u>            Building / Office Drawings            Building Construction / Remodel Files            Building Maintenance Files            Project File -Facility Cost Savings            Shop Floor Drawings            Spec Books</p>			
<b>ADM030</b>	<b>Office Equipment Manuals</b>	<b>EVT + 5Y</b>	<b>Superseded /Obsolete</b>
<p>Manuals, guides, handbooks, or other records related to the operation of office equipment, computers, software, and furniture. Retain until superseded or equipment becomes obsolete. (Excludes manufacturing equipment manuals; see PRJ030.)</p> <p><u>Typical Record Series</u>            Computer Hardware Manuals</p>			
<b>ADM040</b>	<b>Facility Security Videos and Camera Logs</b>	<b>4W</b>	<b>Creation Date</b>
<p>Records related to facility security including security videos and camera logs. Retain for 4 weeks from date record was created.</p> <p><u>Typical Record Series</u>            Camera Logs            Security Videos</p>			
<b>General Business</b>			
<b>ADM110</b>	<b>Association Memberships</b>	<b>5Y</b>	<b>Creation Date</b>
<p>Records related to participation in trade and industry associations and other groups, including organization bylaws, meeting minutes, correspondence, and participant notes. Retain for 5 years from date record was created. (Excludes published information available in the public domain.)</p> <p><u>Typical Record Series</u>            Professional association membership</p>			

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ADM120	General Correspondence and Working Papers	5Y	Creation Date
Routine or transitory correspondence and working papers not subject to independent retention requirements, including in personal notebooks, calendars, and routine correspondence. Retain for 5 years from date record was created.  <u>Typical Record Series</u> Activity Calendars Advertising Insertion Plan -Ad Concepts Aftermarket Sales Order History Reports Correspondence CSR Notepad ECN Cover Sheets MPS Order Review Notes Order Shipment Review Representative Correspondence File RSQ -Request for Service Quote Special Events Training and Planning Travel Log			
ADM130	General Project Files	EVT + 5Y	Project Closed
Records related to internal projects not subject to independent retention requirements, including meeting minutes, attendance lists, budgets, agendas, and status reports. Retain for 5 years after project is completed. (Excludes R&D projects; see PRJ070, as well as engineering projects; see PRJ010 and PRJ020.)  <u>Typical Record Series</u> "CISP" Database Ad Hoc Projects Annual Meeting Preparation Files BPR Meeting Review Brand Building Proposals IT Project Files Large Meeting Preparation Files Project Correspondence File Project File -Business System Implementation Project Management Files (L.E.A.N) Schedule Capacity in Job Team Meeting Minutes			
ADM140	General Reference and Research	EVT + 5Y	Superseded/ Obsolete
General reference and research information of ongoing relevance to work-related tasks, including reference files, on-line research, business contacts, press reports, etc. Retain for 5 years after the information is superseded or becomes obsolete.  <u>Typical Record Series</u> Actuarial Studies Contact List Product Safety Information Reference Information -Customer, Vendor & Competitor Supplier Files Tax Research Technical Library Documents Vendor Catalogs Vendor Information File			
ADM150	Operational Reports and Analysis	5Y	Creation Date
Reports to management on operational matters and related analysis. Retain for 5 years from date of report or analysis. (Excludes financial reports to management; see FIN460.)  <u>Typical Record Series</u> Drug Testing Report -Annual Electronic Cost Tracking -Employee Relocation Employee Move Tracking System Energy Management System -Electrical Usage Tracking Monthly Performance Report (MPR)			

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Phone Usage Reports Risk Management Monthly Meeting Presentations			
<b>Motor Vehicle Records</b>			
<b>ADM210</b>	<b>Vehicle Incident Records</b>	<b>EVT + 5Y</b>	<b>Issue Resolved</b>
Records documenting any type of accident, damage, or citations involving company-owned or leased vehicles, including accident reports. Retain for 5 years after issue resolved.			
<u>Typical Record Series</u> Vehicle Files -Accident Reports			
<b>ADM220</b>	<b>Vehicle Ownership, Registration, Inspection, Use, Maintenance, and Repair Records</b>	<b>EVT + 5Y</b>	<b>Vehicle Sold</b>
Records related to the ownership and registration, inspection, use, maintenance, and repair of company-owned or leased vehicles, including dispatch logs and schedules, fuel and mileage records, repair history, and related documents. Retain for 5 years after vehicle is sold or lease is terminated.			
<u>Typical Record Series</u> Auto Fleet Records Vehicle Files - Maintenance Vehicle Files – Registration			
<b>ADM230</b>	<b>Driver Logs and Vehicle Inspection Reports</b>	<b>6M</b>	<b>Creation Date</b>
Records related to the hours of service and operation logs along with transportation regulator required permits and licenses. Retain for 6 months from date record was created.			
<u>Typical Record Series</u> Daily Vehicle Inspection Reports Driver Logs			
<b>Planning and Analysis</b>			
<b>ADM310</b>	<b>Emergency and Disaster Planning</b>	<b>EVT + 10Y</b>	<b>Superseded/ Obsolete</b>
Records related to the protection and reestablishment of company operations in the event of an emergency or disaster, including plans, manuals, procedures, and contact lists. Retain for 10 years after plan has been superseded.			
<u>Typical Record Series</u> Business Continuity Plans Disaster Recovery Plans Disaster Test Plans and Results Emergency Procedures			
<b>ADM320</b>	<b>Strategic Planning</b>	<b>5Y</b>	<b>Creation Date</b>
Strategic plans, marketing plans, and other forward-looking plans and analyses. Retain for 5 years from date record was created.			
<u>Typical Record Series</u> Balanced Score Card Major Project Forecasting Monthly Forecast Reports Strategic Planning Succession Plan			
<b>Policies and Procedures</b>			
<b>ADM410</b>	<b>Policies and Procedures</b>	<b>EVT + 10Y</b>	<b>Superseded/ Obsolete</b>
Corporate, facility and operating policies, guidelines, procedures, and directives, including financial, records & information management, HSE IT, human resources and other management system governance records. Retain for 10 years after superseded.			
<u>Typical Record Series</u> Authorizations for Expense Card Code of Ethics Corporate Policies, Standards, Procedures and Guidelines Delegation of Authority			

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Insurance Claims Process and Procedures Inventory Conversion Statistical Analysis Job Safety Procedures Location Policies and Procedures Operating Procedures and Manuals Quality Assurance Manual Quality Procedures Records Retention Schedule RIF -Reduction in Force Plan Sales Persons Performance Policy			
<b>ADM420</b>	<b>Departmental Processes</b>	<b>EVT + 5Y</b>	<b>Superseded/ Obsolete</b>
Policies, guidelines, procedures, or directives relating to departmental operations, including desk manuals. Retain for 5 years after superseded.  <u>Typical Record Series</u> Departmental Processes Departmental Desk Manuals Work Instructions			
<b>CORPORATE</b>			
<b>Acquisitions and Divestitures</b>			
<b>COR010</b>	<b>Closing Documents</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
All closing documents for consummated acquisitions, divestitures, joint ventures, or mergers, including purchase and sale agreements. Retain for 1 year after life of company.  <u>Typical Record Series</u> Closing Documentation Purchase and Sale Agreements			
<b>COR020</b>	<b>Documents from Prospects - Unconsummated</b>	<b>EVT</b>	<b>Decision Made</b>
Records received from prospects for potential acquisitions, divestitures, joint ventures, or mergers, including financial statements, asset reports, and product and sales information. Adhere to contractual obligations which may require returning or destroying documents within a certain time frame.  <u>Typical Record Series</u> Documents from Prospects -Rejected Project			
<b>COR030</b>	<b>Due Diligence Analysis - Consummated</b>	<b>EVT + 10Y</b>	<b>Deal Finalized</b>
Records related to internal due diligence and analysis of company acquisitions, mergers, joint ventures, or divestitures, including documents from prospects. Retain for 10 years after deal is finalized.  <u>Typical Record Series</u> Acquisition / Divestiture Financial Approvals Due Diligence, Consummated			
<b>COR040</b>	<b>Due Diligence Analysis - Unconsummated</b>	<b>EVT + 5Y</b>	<b>Decision Made</b>
Records related to internal due diligence and analysis of unconsummated acquisitions, mergers, divestitures, or joint-ventures. Retain for 5 years after decision not to consummate.  <u>Typical Record Series</u> Due Diligence, Unconsummated			
<b>Corporate Archives</b>			
<b>COR110</b>	<b>Corporate Archives</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Company records deemed to have long-term historical value, including photographs, video tapes, and awards. Retain for 1 year after life of company. Excludes product advertising that does not have a historical significance; see SMK010.  <u>Typical Record Series</u> Historical Data Historical Records TECHNIP ENERGIES History PPT Presentations			



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<b>Corporate Governance</b>			
<b>COR210</b>	<b>Annual Reports to Shareholders</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Annual reports submitted to company shareholders. Retain a limited number of reference originals for 1 year after life of company.			
<u>Typical Record Series</u> Annual Report Annual Report Support Documentation			
<b>COR220</b>	<b>Board of Directors</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Records documenting the work of the Board of Directors and board committees, including minutes, board committee charters, resolutions, and materials presented to the board. Retain for 1 year after life of company.			
<u>Typical Record Series</u> Board of Directors Audit Committee Minutes Board of Directors Minutes and Resolutions Board of Directors Presentations			
<b>COR225</b> 	<b>Board of Directors' Evaluations</b>	<b>EVT + 5Y</b>	<b>Until Replaced</b>
Records documenting the individual self-evaluations and consolidation of the Board of Directors' self-evaluations. Retain for 5 years after replaced by the following year's consolidation report.			
<u>Typical Record Series</u> Board of Directors Evaluations Consolidated Evaluation & Review			
<b>COR230</b>	<b>Business Licenses and Permits</b>	<b>EVT + 5Y</b>	<b>Expiration / Superseded</b>
Licenses, permits, certificates, and registrations required to do business in a given jurisdiction and related applications, including state, county, and local licenses and permits. Retain for 5 years from date license or permit expires or is superseded. (Excludes vehicle licenses; see ADM220.)			
<u>Typical Record Series</u> Business License Permits and Licenses -Building Operations <b>Exception:</b> Norway, Russia COR230B			
		Exception Ret Prd:	EVT + 10Y Expiration/Superseded
<b>COR240</b>	<b>Corporate Compliance</b>	<b>10Y</b>	<b>Creation Date</b>
Records demonstrating efforts to assure compliance with various laws, regulations, or ethical obligations, including compliance investigations and compliance training. Retain for 10 years from date of compliance document. (Excludes other types of training; see HR320 and HR330.)			
<u>Typical Record Series</u> Business Conduct Guideline Certification (replaced by Commitments to Ethics) Commitment to Ethics Compliance Training Guidelines for Pricing -SOX Head Count Report -SOX Compliance IT Trustee Assignment - (SOX Compliance Audit) Network Environment Change Control Documents Network Security Testing Records -SOX Compliance Records & Information Management Compliance Representative Letter to Auditors Request for IT Environment Change Sarbanes Oxley Documentation Security Test Results -SOX			
<b>COR250</b>	<b>Governance Records</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Records related to the formation of the corporation and its subsidiaries, including articles of incorporation, amendments, bylaws, and other organizational documents. Retain for 1 year after life of company.			
<u>Typical Record Series</u> Articles of Incorporation By Laws Corporate Seals			

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<b>Statutory Registers</b>			
<b>COR260</b>	<b>Proxy Statement and Voting Records</b>	<b>EVT + 10Y</b>	<b>Annual Meeting</b>
<p>Stockholder voting records, proxy statements, and other records documenting the collection and tabulation of shareholder votes.  Retain for 10 years from date of annual meeting.</p> <p><u>Typical Record Series</u>  Proxy / Election Records</p>			
<b>COR270</b>	<b>Shareholder Annual Meeting</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
<p>Records documenting annual shareholder meeting, including minutes, resolutions, and presentations. Retain for 1 year after life of company. (Excludes proxy statements and voting records; see COR260.)</p> <p><u>Typical Record Series</u>  Annual Stockholder Meetings  Speech -Annual Meeting</p>			
<b>COR280</b>	<b>Shareholder Stock Transactions</b>	<b>7Y</b>	<b>Creation Date</b>
<p>Records related to shareholder stock transactions, including documents evidencing transfers of ownership, stock splits, or cancellation of stock certificates. Retain for 7 years from date record created. (Excludes Share Buyback Contracts; see LGL120.)</p> <p><u>Typical Record Series</u>  Cancelled Stock Certificates  Communications with Stockholders  Shareholder List  Stock Purchase Activity Report</p>			
<b>FINANCE, ACCOUNTING, TAX AND AUDIT</b>			
<b>Accounting</b>			
<b>FIN010</b>	<b>Accounts Payable, Receivables, Journal Vouchers and Cost Accounting</b>	<b>EVT + 10Y</b>	<b>Tax Year Closed</b>
<p>Records related to the payment for goods and services, including invoices, check requests, cash disbursements, purchasing cards, expense reports, credit cards, and petty cash. Records related to money received for goods and services provided by the company and payment of such charges, including customer or sales invoices, sales receipts, aged trial balances, and debt write-offs. General journal and ledger entries, including vouchers generated in payables and receivables and capital vouchers generated in conjunction with the acquisition, depreciation, or transfer of assets. Retain for 10 years after tax year closes or until notified by the Tax Department of tax clearance. (Excludes 'Receivables – Applying Cash; see FIN220.)</p> <p><u>Typical Record Series</u>  Accounts Payable/Receivable Ledger  Accounts Receivable Reports  Billing Advice  Cash Receipts  Charity Documentation  Credit Card Payment Processing Reports  Customer Invoices / Credit Memos  Customer Payment Files Donations  Employee Expense Reports  Employee Moving Expense Summary  Employee Relocations -Temporary Housing Payments  Forecast Cost Reports  Journal Entries -Payroll Taxes  Journal Entries &amp; Supporting Data  Labour/ Overhead Cost Reports  Material Cost Summaries  Performa Invoice  Petty Cash Logs  Project Accruals  Reconciliations  Royalty Records  Sales Invoices</p>			

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Sales Order Invoices Trial Balances Usage Allocation Reports (Chargeback) Vendor Invoices			
<b>FIN020</b>	<b>Capital Assets</b>	<b>EVT + 10Y</b>	<b>Disposal or Sale</b>
Records documenting the acquisition, transfer, disposition, abandonment, and depreciation of capital assets, including AFE's, equipment inventory, and fixed asset binder. Retain for 10 years after sale or disposition of asset.  <u>Typical Record Series</u> AFE / Capital Expenditure Records Authorization for Expenditure Approval (AFE) Capital Property Depreciation			
<b>FIN030</b>	<b>General Ledger and Chart of Accounts</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
General ledger recording summary of all financial transactions, including the lists of internal account numbers, descriptions, and codes used in accounting system. Retain for 1 year after life of company.  <u>Typical Record Series</u> Chart of Accounts General Ledger			
<b>FIN040</b>	<b>Unclaimed Property</b>	<b>10Y</b>	<b>Report Date</b>
Records related to the money escheated to the state for unclaimed property. Retain for 10 years.  <u>Typical Record Series</u> Unclaimed Property			
<b>Auditing</b>			
<b>FIN110</b>	<b>Internal, External and Vendor Audits</b>	<b>EVT + 10Y</b>	<b>Close of Audit</b>
Audits of the company performed by external accounting firms, government agencies, or other parties, including reports and work papers. Records related to internal business processes and vendors for financial audits or product quality audits, including reports, letters, and supporting work papers. Retain until the later of 10 years after close of Audit or notification by the Tax Department of tax clearance. <b>Russia exception is for auditor's final report only.</b> (Excludes HSE government inspections; see HSE020; HSE audits; see HSE030.)  <u>Typical Record Series</u> External Financial Audits Africa Security Projects Audit Report -Quality Assurance Audits - Records & Information Management Customer Audits Internal Audit Reports and Work Papers IT Site Visit Files Regulatory and Governmental Audits TECHNIP ENERGIES Audits of Outside Vendors Sales Audits and Reports <b>Exception:</b> Russia FIN110B <div>Exception Ret Prd: EVT + 1Y      Life of Company</div>			
<b>Banking</b>			
<b>FIN210</b>	<b>Banking Records</b>	<b>10 Y</b>	<b>Creation Date</b>
Records related to banking activities, including bank statements, deposit receipts, reconciliations, cancelled checks, and other banking records. Retain for 10 years from date record created. (Excludes Lock Box / Wire Transfers; see FIN220.)  <u>Typical Record Series</u> Bank Deposit Records and Reconciliations Bank Deposit Worksheet Bank Statements Banking Transaction Info Cancelled Checks Check Logs / Deposit			
<b>FIN220</b>	<b>Cash Management</b>	<b>EVT + 10Y</b>	<b>Tax Year Closed</b>
Records related to daily cash flow, including cash reports, cash ledgers, check notices, daily cash worksheet, check registers, check stubs, and wire transfers. Retain for 10 years after tax year closes or until notified by the Tax Department of tax clearance.			

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<u>Typical Record Series</u> Cash Balance Position Cash Collection Cash Receipts Journal Cash Reconciliation Check Register Lock Box / Wire Transfer (Bank Deposit) Positive Pay Records Receivables -Applying Cash			
<b>Finance</b>			
<b>FIN310</b>	<b>Credit Files</b>	<b>EVT + 10Y</b>	<b>Guarantee Ceases</b>
Records related to credit guaranties, letters of credit and loans to customers, and customer credit information. Retain for 10 years after expiration.			
<u>Typical Record Series</u> Customer Credit Files Letter of Credit Application Parent Company Guarantees			
<b>FIN320</b>	<b>Investments and Foreign Exchange</b>	<b>EVT + 10Y</b>	<b>Tax Year Closed</b>
Records of investments and foreign exchange transactions, spot currency, forward and option transactions, and confirmations. Retain for 10 years after tax year closes or until notified by the Tax Department of tax clearance.			
<u>Typical Record Series</u> Foreign Exchange Payables Hedging -Pool Two -Bank Transaction Confirmations Hedging -Pool Two -Bank Transaction Tracking Hedging Activity Reports Hedging Company Consolidation Hedging Request Hedging Trading Sheet Investing and Debt Activity Reports			
<b>FIN330</b>	<b>Investor Relations</b>	<b>7Y</b>	<b>Creation Date</b>
Information communicated to actual and prospective investors and investment analysts, including correspondence and financial presentations. Retain for 7 years.			
<u>Typical Record Series</u> Analysis Conference Calls -Quarterly Investor Relations Presentations Monthly Performance Review (MPR) Presentations -Financial Rating Agency Presentations			
<b>Financial Planning and Reporting</b>			
<b>FIN410</b>	<b>Consolidated Financial Statements (Year End)</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Consolidated financial statements, including year-end balance sheets and consolidated worldwide tax statements. Retain for 1 year after life of company. (Excludes interim financial reports; see FIN460.)			
<u>Typical Record Series</u> Consolidated Financial Statements Supporting Documentation Financial Statements			
<b>FIN420</b>	<b>Corporate Budgets and Financial Forecasting</b>	<b>7Y</b>	<b>Creation Date</b>
Records related to corporate-wide financial budgets and financial forecasting, including corporate budget, cash planning, and tax forecasts. Retain for 7 years. (Excludes Department /Location Budgets; see FIN430.)			
<u>Typical Record Series</u> Budget Projections or Long-Range Forecasting Budgets -Product Sales Business Performance Review Division Budget			

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Sales Forecast			
<b>Exception:</b> Russia		FIN420B	Exception Ret Prd: 10Y      Creation Date
<b>FIN430</b>	<b>Department / Location Budgets</b>	<b>5Y</b>	<b>Creation Date</b>
Records related to the budgeting process for individual departments and locations. Retain for 5 years.			
<u>Typical Record Series</u> Budgets -Allocations to Operation Units Budgets -Department Budgets -Location Budgets -Special Projects Department Budget R&D Budget			
<b>FIN440</b>	<b>Financial Reporting -SEC, NYSE and UK Publishing</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Financial reports and correspondence submitted to and received from the Securities and Exchange Commission (SEC) and New York Stock Exchange (NYSE) along with UK publishing requirements, including registered offerings, reports on Forms 8-K, 10-K, 10-Q, S-1, and S-8, and related exhibits or supporting records. Retain for 1 year after life of company.			
<u>Typical Record Series</u> 10-Q Analytical Review 10-Q or 10-K Correspondence Half-Yearly Financial Reports (UK) International Investissement SEC Form 10-K SEC Form 10-K Support Documentation SEC Form 8-K Securities Registration Statements Stock Exchange Registration			
<b>FIN450</b>	<b>Financial Reports Required by Contracts</b>	<b>EVT + 6Y</b>	<b>Termination of Contract</b>
Financial reports required by contracts with financial institutions, including quarterly financial reports submitted to lenders. Retain for 6 years after termination of contract.			
<u>Typical Record Series</u> Quarterly Reports to Lenders			
<b>FIN460</b>	<b>Financial Reports to Management</b>	<b>5Y</b>	<b>Creation Date</b>
Financial reports to management, including annual report support data, interim reports, sales reports, and financial analysis. Retain for 5 years. (Excludes Operational Reports and Analysis; see ADM150 and Consolidated Financial Statements (Year End); see FIN410.)			
<u>Typical Record Series</u> Comment Letter -Financial Status IT Projects Communication Cost Tracking/ Logs Financial Report Package Financial Reports -Divisional Financial Reports -Locations (Used for Consolidated Report) Financial Reports -Product Lines Financial Statements -Location Financial Statements -Monthly / Quarterly Financial Statements -Product & BPR Flash Reports International Project Financial Documentation Month-end Statements, Forecasts, Budgets for Sites Project Budget Summary Project Financial Status Report Risk Management Accounting & Loss Records Special Projects -Financial			
<b>Exception :</b> Russia		FIN460B	Exception Ret Prd: 15Y      Creation Date

**RECORDS RETENTION SCHEDULE (RRS)**

<b>FIN470</b>	<b>Government Statistical Reporting</b>	<b>5Y</b>	<b>Creation Date</b>
Statistical reports submitted to government agencies, including backup and supporting data. Retain for 5 years. (Excludes reports submitted to SEC or NYSE; see FIN440 and tax returns; FIN910 - FIN950.)			
<u>Typical Record Series</u> Census Form MA1000 Annual Survey of Manufacturers			
<b>Insurance and Risk Management</b>			
<b>FIN510</b>	<b>Certificates of Insurance</b>	<b>7Y</b>	<b>Creation Date</b>
Certificates of insurance issued to the Company. Retain for 7 years. (Excludes those maintained as part of a contract or certificates issued by the Company; see LGL110 and LGL120.)			
<u>Typical Record Series</u> Certificate of Insurance			
<b>FIN520</b>	<b>Insurance Bonds</b>	<b>EVT + 6Y</b>	<b>Bond Expiration</b>
Insurance bonds, including contractors, indemnity, payment, and construction bonds. Retain for 6 years after bond expires.			
<u>Typical Record Series</u> Insurance Bond Application Insurance Bonds			
<b>FIN530</b>	<b>Insurance Policies</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Corporate liability insurance policies and related records that support the policy interpretation, definitions, and coverage. Retain for 1 year after life of company. (Excludes employee benefit insurance policies; see HR010.)			
<u>Typical Record Series</u> Insurance Agreement Insurance Policies Insurance Policy Application			
<b>Procurement</b>			
<b>FIN710</b>	<b>Purchase Orders</b>	<b>EVT + 10Y</b>	<b>Closed</b>
Records related to the purchasing of products, equipment, and supplies from third-party vendors, including purchase requisitions and purchase orders. Retain for 10 years after purchase order is closed. (Excludes purchase orders for projects, see PRJ010.)			
<u>Typical Record Series</u> Communications -Purchase Order Detail ISO Forms Purchase Order Log Purchase Orders -Capitalized Purchase Orders -Expensed Purchase Requisitions			
<b>FIN720</b>	<b>Shipping and Receiving</b>	<b>10Y</b>	<b>Creation Date</b>
Records related to transportation and receipt of procured / acquired products, including bills of lading, packing slips, manifests, import or export documentation. Retain for 10 years.			
<u>Typical Record Series</u> Bills of Lading Delivery Logs Internal Shipping Records Material Receivers Receiving Logs and Documents			
<b>FIN730</b>	<b>Vendor Selections and Bidding Documentation -Unsuccessful</b>	<b>5Y</b>	<b>Creation Date</b>
Records related to vendor selection and rejected bidding process, including vendor qualifications, requests for proposal, and unsuccessful bidding proposals. Retain for 5 years.			

**RECORDS RETENTION SCHEDULE (RRS)**

<u>Typical Record Series</u> Quotation / Proposal -Unaccepted Rejected Bids			
<b>Product Accounting</b>			
<b>FIN810</b>	<b>Product Inventory</b>	<b>EVT + 5Y</b>	<b>Superseded/ Obsolete</b>
Records related to product inventories maintained for internal control and audit purposes, including cycle count reports, inventory disposal forms, obsolescence reports, and returns and buybacks. Retain for 5 years after superseded or it becomes obsolete.			
<u>Typical Record Series</u> Cycle Count Reports Inventory Reports Inventory Stocking Location Report LIFO Gain and Loss Report Parts Issued to the Job Report Raw and Finished Product Inventories			
<b>FIN820</b>	<b>Product Pricing</b>	<b>EVT + 6Y</b>	<b>Superseded/ Obsolete</b>
Records related to product pricing and pricing decisions, including price lists, executive approval of pricing, and transfer pricing documentation. Retain for 6 years after pricing is superseded or becomes obsolete.			
<u>Typical Record Series</u> Budgets -Projects Cost Accounting Records Gross Margin Analytical Work for Price Lists International Transfer Pricing Job Accounting Files Labour Costing Price Lists Product / Project File -Pricing for Product Placement Variance Purchases and Product			
<b>Tax</b>			
<b>FIN910</b>	<b>Compensation Tax Forms</b>	<b>5Y</b>	<b>Creation Date</b>
Forms submitted to taxing authorities relating to compensation paid to employees, contractors, vendors, and distributors. Some examples include Forms 1042, 1099, W2, P45, P60, and P11D. Retain for 5 years.			
<u>Typical Record Series</u> 1099 Forms 1099 Spreadsheet Compensation Tax Information Federal Tax Form 1042 Form 1099 Unemployment W2 / P45 / P60 / P11D Tax Forms			
<b>FIN920</b>	<b>Tax -Payroll, Sales, Use and Other</b>	<b>EVT + 10Y</b>	<b>Tax Year Closed</b>
Records documenting payment of state and federal payroll taxes, state and local sales taxes, franchise taxes, use taxes, and other miscellaneous taxes, including supporting documents and work papers. Retain for 10 years after tax year closes or until notified by the Tax Department of tax clearance.			
<u>Typical Record Series</u> Property Tax Assessments/ Payments Sales and Use Tax Returns and Support State Excise Tax Return and Backup State Income Tax Questionnaires			



**RECORDS RETENTION SCHEDULE (RRS)**




State Sales Tax Returns and Backup Value Added Tax (VAT) Records			
<b>FIN930</b>	<b>Tax Audits -Foreign and Domestic</b>	<b>10Y</b>	<b>Creation Date</b>
Records of all tax audits, including federal, foreign, state, customs, sales tax, and transfer pricing audits. Retain for 10 years.			
<u>Typical Record Series</u> Sales and Use Tax Audits Sales Tax Audits State Sales Tax Audits			
<b>FIN940</b>	<b>Tax Returns and Amendments</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Tax returns filed with the Internal Revenue Service (IRS) and other applicable government agencies, including attachments and work papers. Retain for 1 year after life of company.			
<u>Typical Record Series</u> Federal Tax Form 1118 -Corporate Foreign Tax Credits Federal Tax Form 1120 -U.S. Corporation Income Tax Return Federal Tax Form 4562 -Depreciation Federal Tax Form 4626 -Alternative Minimum Tax Federal Tax Form 4798 -Gains and Losses Federal Tax Form 4798 and backup -Gains and Losses Federal Tax Form 5471 Foreign Tax Returns and Work Papers Foreign Tax Credits Perform Plus Software République Française Tax Returns Tax Analysis			
<b>FIN950</b>	<b>Tax Strategy</b>	<b>EVT + 1Y</b>	<b>Until New Strategy Published</b>
Tax strategy published on the Technip Energies plc website for public consumption. Retain for 1 year after the new tax strategy is published.			
<u>Typical Record Series</u> Tax Strategy (published on Technip Energies plc website)			
<b>HEALTH, SAFETY AND ENVIRONMENT</b>			
<b>HSE Compliance-General</b>			
<b>HSE010</b>	<b>Agency Correspondence</b>	<b>7Y</b>	<b>Creation Date</b>
Correspondence with agencies that regulate safety or environment. Retain for 7 years. (Excludes correspondence relating to a notice of violation, which is filed with the notice of violation; see HSE050.			
<u>Typical Record Series</u> Regulatory Agency Correspondence			
<b>HSE020</b>	<b>Government Inspections -HSE</b>	<b>EVT + 5Y</b>	<b>Closed</b>
Records related to government inspections of the company regarding health, safety or environmental issues. Retain for 5 years after investigation is closed or resolved.			
<u>Typical Record Series</u> Reports to Government Agencies State Inspections			
<b>HSE030</b>	<b>HSE Internal Audits, Inspections, and Reports</b>	<b>10Y</b>	<b>Creation Date</b>
General safety, health, and environmental audits, assessments, reports, and studies on Company facilities and incident reports not associated with hazardous release or personal injury, including process safety compliance audits. Retain for 10 years. (Excludes reports to government agencies; see HSE020.)			




**RECORDS RETENTION SCHEDULE (RRS)**

<u>Typical Record Series</u> Equipment & Facilities Inspection Reports Industrial Hygiene Monitoring Records and Reports Management System Audit Reports Monthly Safety Reports Monthly Safety Statistic Reports Safety Audit Reports			
<b>HSE040</b>	<b>HSE Planning and Assessment</b>	<b>EVT + 10Y</b>	<b>Superseded/ Obsolete</b>
Records related to contingency planning for fire prevention, safety, emergency response, natural and exposure emergencies, notifications, and response. Retain for 10 years after plan is superseded or obsolete.			
<u>Typical Record Series</u> Emergency Response Plans and Assessments			
<b>HSE050</b>	<b>Noncompliance Citations</b>	<b>10Y</b>	<b>Creation Date</b>
Citations for noncompliance or notifications of violations, including citation or notice, documentation of actions taken in response, correspondence, resultant settlements, and other related documents. Retain for 10 years. (Excludes regulatory agency correspondence unrelated to citations or violations; see HSE010.)			
<u>Typical Record Series</u> Regulatory Agency Inspections & Citations			
<b>Environmental</b>			
<b>HSE110</b>	<b>Environmental Monitoring</b>	<b>10Y</b>	<b>Creation Date</b>
Records related to the inspections, analysis, monitoring, sampling, and repairs of environmental systems, including air and water discharge and chemical spills. Retain for 10 years.			
<u>Typical Record Series</u> Air Monitoring Discharge Monitoring -Waste Water Environmental Evaluation Inspections Environmental Evaluation Inspections - Third Party Vendor Spill Prevention Inspection Spill Records <b>Exception:</b> Malaysia, Russia HSE110B Exception Ret Prd: IND Creation Date			
<b>HSE120</b>	<b>Environmental Permits</b>	<b>EVT + 10Y</b>	<b>Expiration /Superseded</b>
Environmental permits for air, water and waste, including discharge, construction and operating permits. Retain for 10 years after permit expires.			
<u>Typical Record Series</u> Air Permits Environmental Permits -Closed Sites Environmental Permits, Amendments and Applications Waste Water Environmental Permits and Applications <b>Exception:</b> Russia HSE120B Exception Ret Prd: EVT + 1Y Life of Company			
<b>HSE130</b>	<b>Air Emissions Testing Registers</b>	<b>10Y</b>	<b>Creation Date</b>
Records of permanent registers of all air impurities emissions testing. Must be retained on the premises. Retain for 10 years. (Malaysia/Egypt must be retained on premises.)			
<u>Typical Record Series</u> Air Emission Testing Records <b>Exception:</b> Egypt, Malaysia HSE130B Exception Ret Prd: EVT + 1Y Life of Company			
<b>HSE140</b>	<b>Environmental Remediation</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Records related to site studies, corrective actions and regulatory correspondence, including asbestos and lead abatement. Retain for 1 year after life of company.			


**RECORDS RETENTION SCHEDULE (RRS)**

<u>Typical Record Series</u> Environmental Records - Superfund & Remediation Environmental Remediation Environmental Remediation Files - Closed Site <b>Exception:</b> Americas HSE140B Exception Ret Prd: 50Y Creation Date			
<b>HSE150</b> 	<b>Incident Investigation Reports</b>	<b>10Y</b>	<b>Creation Date</b>
Initial incident reports and incident investigation reports which result in or could have resulted in catastrophic release of highly hazardous chemicals. Retain for 10 years. <b>Russia exception applies only if there are victims.</b>			
<u>Typical Record Series</u> Emergency Response Incident Reports Incident Investigation Reports <b>Exception:</b> Vietnam HSE150B Exception Ret Prd: EVT + 5Y Employee Termination <b>Exception:</b> Russia HSE150C Exception Ret Prd: EVT + 1Y Life of Company			
<b>Safety</b>			
<b>HSE210</b>	<b>Noise and Vibration Exposure Monitoring and Testing</b>	<b>EVT + 6Y</b>	<b>Employee Termination</b>
Records related to noise and vibration exposure tests conducted to ensure the health and safety of employees. Includes tests of noise exposure equipment and procedures. Retain for 6 years after the employee terminates.			
<u>Typical Record Series</u> Hand and Arm Syndrome Vibration Tests Noise Exposure Equipment and Process Tests Noise Exposure Monitoring Noise Risk Assessment (Malaysia) Whole Body Vibration Tests <b>Exception:</b> Americas, Malaysia, Portugal HSE210B Exception Ret Prd: EVT + 30Y Employee Termination <b>Exception:</b> Russia HSE210C Exception Ret Prd: 45Y Creation Date			
<b>HSE220</b> 	<b>Personnel Accident or Injury</b>	<b>10Y</b>	<b>Creation Date</b>
Records related to personnel accidents and injuries, including injury reports and OSHA logs. Retain for 10 years. (Excludes worker's compensation claims; see HR010; and Vietnam fatalities; see HSE230.)			
<u>Typical Record Series</u> Injury & Illness Investigation Reports OSHA 200 Log OSHA 300 Log OSHA 300A Summary of Work Related Injuries & Illness <b>Exception:</b> Australia HSE220B Exception Ret Prd: 30Y Creation Date <b>Exception:</b> Russia HSE220C Exception Ret Prd: 75Y Creation Date <b>Exception:</b> Vietnam HSE220D Exception Ret Prd: EVT + 5Y Employee Termination			
<b>HSE230</b> 	<b>Occupational Accidents Involving Fatalities (Vietnam only)</b>	<b>EVT + 15Y</b>	<b>Case Closed</b>
Records of occupational accidents where a fatality has occurred in Vietnam. See HSE220B for Vietnam non-fatal injury records. Keep for 15 years after case or investigation closes.			
<u>Typical Record Series</u> Accident Records Accident Reports Investigation Reports Summary of Injuries			
<b>HSE240</b>	<b>Process Safety Management</b>	<b>EVT + 10Y</b>	<b>Superseded/ Obsolete</b>
Records related to process safety management requirements including Process Hazard Analysis. Retain for 10 years after assessment/analysis is superseded or obsolete.			



**RECORDS RETENTION SCHEDULE (RRS)**
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<u>Typical Record Series</u> Job Hazard Analysis Forms Job Hazard Assessments Job Safety Analysis and Risk Assessments Risk Assessment Reports (Malaysia) UK Control of Substances Hazardous to Health (COSHH) Assessments <b>Exception:</b> Australia, Malaysia HSE240B Exception Ret Prd: EVT + 30Y Superseded/ Obsolete			
<b>HSE250</b>	<b>Safety Meetings</b>	<b>6Y</b>	<b>Creation Date</b>
Records related to general safety meetings and supporting documentation, for 6 years. (Excludes mandatory training or mandatory training attendance records required by the government; see HR320 Training Attendance Records; see HR330 Training Materials.)  <u>Typical Record Series</u> International and Functional Safety Meeting Minutes Safety Meeting Minutes <b>Exception:</b> Malaysia, Russia HSE250B Exception Ret Prd: 10Y Creation Date			
<b>HSE260</b>	<b>Safety Compliance – Work Permits and Routine Safety Inspections</b>	<b>6Y</b>	<b>Creation Date</b>
Records related to compliance with work safety regulations including work safety permits, such as hot work, lock-out / tag-out, and confined space permits. Also includes routine safety checks and inspections of operating equipment. Retain for 6 years.  <u>Typical Record Series</u> Fire Extinguisher Inspection Records Noise Exposure Protective Equipment Tests (UK) Safety Shower Inspections Sprinkler Inspections Protective Equipment Tests Ventilation in Quarters Assessments (UK) Work Permits -Hot Work / Lock-Out/Tag-Out / Confined Spaces			
<b>HSE270</b>	<b>Safety Cases – Offshore Installations, Vessels and Platforms</b>	<b>EVT + 7Y</b>	<b>Superseded/ Obsolete</b>
Reports submitted to offshore installations documenting the health and safety cases and verification schemes. Include safety case correspondence. Retain for the life of the offshore installation plus 7 years.  <u>Typical Record Series</u> Assessment of Incident Impact Hazardous Identification and Analysis Performance Standards Vessel Safety Cases Safety Critical Elements Register Safety Management System Verification Scheme			
<b>HSE280</b>	<b>Safety Compliance – Confined Space Safety Tests (Trinidad only)</b>	<b>IND</b>	<b>Creation Date</b>
Records containing the results of confined space tests in Trinidad. Retain indefinitely subject to assessment of ongoing value every 7 years.  <u>Typical Record Series</u> Confined Space Safety Test Results (Trinidad)			
<b>HSE290</b> 	<b>Employee Hazardous Exposure Monitoring</b>	<b>EVT + 40Y</b>	<b>Employee Termination</b>
Records documenting employee and contractor exposure to hazardous or toxic substances, such as lead, asbestos, radiation, etc. along with audiometric testing and respirator fit test records. Retain for 40 years after employee terminates. (Excludes occupational hazard and industrial hygiene monitoring records; see HSE030.)			




**RECORDS RETENTION SCHEDULE (RRS)**

<u>Typical Record Series</u> Asbestos Exposure Records Biomedical Surveillance Records Chemical Health Risk Assessment (Malaysia) <b>Exception:</b> Norway HSE290B Exception Ret Prd: EVT + 60Y Until exposure has ceased <b>Exception:</b> Russia HSE290C Exception Ret Prd: EVT + 75Y Employee Termination			
<b>Toxic and Hazardous Substances</b>			
<b>HSE310</b>	<b>Chemical Inventories and Lists</b>	<b>5Y</b>	<b>Creation Date</b>
Chemical inventory systems and toxic data, including US TSCA reports, Form R chemical inventory, and reports on emissions. Retain for 5 years.			
<u>Typical Record Series</u> Chemical Inventories and Lists <b>Exception:</b> Americas HSE310B Exception Ret Prd: 30Y Creation Date			
<b>HSE320</b>	<b>Hazardous Waste Disposal</b>	<b>30Y</b>	<b>Creation Date</b>
Documentation related to the control, transfer, and disposal of hazardous waste, including manifests and certificates of disposal from third-party vendors. Retain for 30 years.			
<u>Typical Record Series</u> Hazardous Waste Manifest <b>Exception:</b> Russia HSE320B Exception Ret Prd: EVT + 1Y Life of Company			
<b>HSE330</b>	<b>Safety Data Sheets (SDS)</b>	<b>EVT + 30Y</b>	<b>Material Removed</b>
Safety Data Sheets (formerly called Material Safety Data Sheets) used for tracking hazardous products in company facilities. Records must be retained for 30 years after removal of material from the facility. If removal date is unknown, retain indefinitely.			
<u>Typical Record Series</u> MSDS -Material Safety Data Sheets (pre-June 1, 2015) SDS – Safety Data Sheets			
<b>HUMAN RESOURCES</b>			
<b>Benefits and Payroll</b>			
<b>HR010</b> 	<b>Compensation and Benefits</b>	<b>EVT + 10Y</b>	<b>Benefits End and Tax Year Closed</b>
Records related to accounting of employee entitled benefits from corporate benefit, pension, and retirement plans along with employee enrollment in company-sponsored benefit plans (disability income, medical, retirement, severance, life insurance, and other benefits). Records related to payroll calculations, including time sheets, registers, commissions and attendance records, employee withholding, garnishments, and workers' compensation records. Also formal documentation of employee benefits plans and policies, including summary plan descriptions provided to employees. Retain for 10 years after all benefits have ended. (Excludes union benefit plans; see LGL120.) <b>*Germany and Russia exceptions for Benefits Accounting and Enrollment; see HR010B. Russia exceptions for Sales Commissions, Workers' Compensation, and Payroll Registers and Reports; see HR010C and HR010D. France digital payslips; see HR010D. Australia exception for Workers' Compensation only; see HR010E. Italy, Netherlands and UK exceptions for Payroll Accounting records only; see HR010F and HR010G.</b>			
<u>Typical Record Series</u> Benefit Enrollment, Waivers & Changes <b>*B</b> Benefits / Payroll Administrator <b>*B</b> Bonus Calculations <b>*F G</b> Employee 401 K Files <b>*B</b> Employee Benefit Insurance Policies Employee Education Assistance Program <b>*B</b> Employee Pension Contribution Cards <b>*B</b> Employee Time/ Attendance and Absentee Records <b>*F G</b> Payroll Registers and Reports <b>*C D</b> Payslips <b>*D (France digital payslips only) F G</b> Pension Plan Binders from Companies Purchased Pension Trust Fees and Performance Files <b>*B</b> Pension Trust Management Files <b>*B</b>			



**RECORDS RETENTION SCHEDULE (RRS)**

Proxy Compensation Statement*F G Salary History*F G Sales Commissions and Reports*C D F G Summary Plan Description (SPD) Summary Plan Description Changes Time Cards, Time Clock, Time Sheet records*F G Vacation Records*F G Weekly Sick List*F G Workers' Comp (First Report of Injury) *C D E Workers' Compensation Files*C D E <b>Exception:</b> Germany, Russia HR010B Exception Ret Prd: EVT + 1Y Life of Company <b>Exception:</b> Russia (pre-2003)* HR010C Exception Ret Prd: 75Y Creation Date <b>Exception:</b> France, Russia (post-2002)* HR010D Exception Ret Prd: 50Y Creation Date <b>Exception:</b> Australia* HR010E Exception Ret Prd: EVT + 30Y Case Closed <b>Exception:</b> Italy, UK* HR010F Exception Ret Prd: EVT + 6Y Tax Year Closed <b>Exception:</b> Netherlands* HR010G Exception Ret Prd: EVT + 7Y Employee Termination			
<b>HR020</b> 	<b>Benefits and Salary Administration</b>	<b>10Y</b>	<b>Creation Date</b>
Records related to the administration of employee and executive benefit plans, including reports from third -party providers, financial reports, investment statements, purchase and withdrawal records, and any retirement plan filings along with planning and administering employee compensation, including salary, and other perquisites. Retain for 10 years. (Excludes benefits enrollment, benefits accounting and payroll accounting; see HR010.)  <u>Typical Record Series</u> Benefits Administrator HIPAA Certificates to Employees Benefits Administrator Summary Reports by Venue Benefits Administrator Work Files -Employee Health, Retirement, Pension Administration Forfeitures Monthly Reporting -Pension International Employee Savings Plan Funding Monthly Trust Statements Monthly Vendor Expenditure Reports (Benefits -Self Insured) Pension Plan and Trust Expense Reports Pension Trust Funding Accrual Reports and Correspondence Reports from Benefits Administrator Stock Option Plans Administration VMC Work File -Employee Assistance Program Administration Wage and Salary Surveys			
<b>Employment and Staffing</b>			
<b>HR120</b> 	<b>Work Assignment and People Management</b>	<b>EVT + 6Y</b>	<b>Employee Termination</b>
Work assignment or official employee personnel files, including employee status reports, performance appraisals, medical leave documentation, employment contracts, and immigration and naturalization records for determination of eligibility of employment (pre- employment testing). Retain the official employee personnel file for 6 years after the employment is terminated. (Excludes employee medical file; see HR220.) <b>*Arbeitszeugnis for Germany only; use HR120F.</b>  <u>Typical Record Series</u> Application for Employment / Resumes - Hired Arbeitszeugnis (Germany end of employment reference letter) * Career Development Records Commendation Letters Confidentiality Agreement (with Employee) Disciplinary Notices and Letters Education Degrees (copies) Employee Development and Career Planning records Employee Personnel Files Employee Qualifications / Certifications Employee Relocation -Contract with Employee Employee Termination Agreement Employee Waivers & Sign Offs -EEO Employment Offer Letters			

**RECORDS RETENTION SCHEDULE (RRS)**

Exit Interviews				
Goals				
H-1 B Visa				
Immigration and Naturalization records				
INS I-9 Form -Employability Verification				
Organisational, Geographical and Legal Entity Assignment records				
Performance Appraisals				
Personal Leave of Absence Requests & Grants				
Promotion Letters				
Right to Work Documentation				
Training Plans and Results				
Transfer Letters				
Exception:	Brazil	HR120B	Exception Ret Prd: EVT + 1Y	Life of Company
Exception:	Russia	HR120C	Exception Ret Prd: EVT + 50Y	Employee Termination
Exception:	Italy, Poland	HR120D	Exception Ret Prd: EVT + 10Y	Employee Termination
Exception:	Germany, Norway	HR120E	Exception Ret Prd: EVT	Employee Termination
Exception:	Germany*	HR120F	Exception Ret Prd: EVT + 6M	Employee Termination
HR130		Unsuccessful Candidates (Employee Recruitment)	1Y	Creation Date
Records related to employee recruitment, including job descriptions, job postings, applications, resumes, background checks, and job requisitions. Retain for 1 year. (Excludes Application for Employment / Resumes of hired employees; see HR120.)				
<u>Typical Record Series</u> Applicant Tracking Applications for Employment / Resumes - Not Hired Background Checks (both Hired and Not Hired) Internal Job Postings Interview Notes (both Hired and Not Hired) Job Descriptions - ISO Certifications Job Requisitions Reference Letter Resumes/CV's				
HR140		Workforce Reporting	7Y	Creation Date
Workforce reports submitted to government agencies with supporting documents, including affirmative action plans, state manpower reports, and Equal Employment Opportunity Commission (EEOC) reports. Retain for 7 years.				
<u>Typical Record Series</u> Affirmative Action Plan EEO 1 Report EEO Compliance Review Correspondence and Reports EEO Reports - Recap to Corporate EEO Self Identification Forms OFFCP Audit Reports (Discrimination re: Federal Contracts) VETS 100 Report				
Health and Medical				
HR210		Drug and Alcohol Testing	5Y	Creation Date
Records related to drug and alcohol testing procedures, training and results. Retain for 5 years.				
<u>Typical Record Series</u> Chain of Custody Forms Drug Test Results (Positive/Negative)				
HR220		Employee Medical File	EVT + 30Y	Employee Termination
Employee medical records, including medical exposure surveillance, audiometric testing and physicals. Retain for 30 years after employee terminates.				
<u>Typical Record Series</u> DOT Physicals Employee Medical Record Hearing Tests / Audiometric Testing Pre-employment Physical				

**RECORDS RETENTION SCHEDULE (RRS)**

Pulmonary Function Tests Respirator Fit Test records Return to Work (Disability) Vision Exams <b>Exception:</b> Brazil HR220B Exception Ret Prd : EVT + 1Y Life of Company <b>Exception:</b> Saudi Arabia, UK HR220C Exception Ret Prd: EVT + 40Y Employee Termination			
<b>Training and Development</b>			
<b>HR310</b> 	<b>Employee Awards and Relations</b>	<b>5Y</b>	<b>Creation Date</b>
Records related to employee service awards and employee relations committee activities and actions. Retain for 5 years.  <u>Typical Record Series</u> Annual Service Awards Corporate Award Nominations Dependent Scholarship Program Employee Annual Service Awards Employee Attendance Program Employee Recognition Programs Employee Relations Programs Gem Program -Employee Relations Mix and Mingle (M&M) Employee Relations Program OC Tanner Work File -Employee Service Award Program Administration Safety Awards Social Activity Team			
<b>HR320</b> 	<b>Training Attendance Records</b>	<b>EVT + 10Y</b>	<b>Employee Termination</b>
Records related to the attendance or completion of safety or other government mandated training. Retain for 10 years after employee terminates. (Excludes Training Materials; see HR330.)  <u>Typical Record Series</u> iLearn Records for Employees OSHA Training Attendance Rosters Safety Training Attendance Rosters			
<b>HR330</b>	<b>Training Materials</b>	<b>EVT + 10Y</b>	<b>Superseded/ Obsolete</b>
Materials used to deliver safety or other government mandated training. Retain for 10 years after materials become obsolete or superseded. (Excludes records of attendance or completion; see HR320.)  <u>Typical Record Series</u> Employee Communications -Safety Training Newsletter iLearn Courses OSHA Training Records Quality Training Procedures Safety Training Records -Mandated			
<b>INFORMATION TECHNOLOGY</b>			
<b>Computer Operations and Technical Support</b>			
<b>IT010</b>	<b>Electronic System Monitoring</b>	<b>EVT + 5Y</b>	<b>Superseded /Obsolete</b>
Electronic files or logs created to monitor network system usage and security, including data entry logs, run sheets, network usage, and security logs. Retain for 5 years after information is superseded.  <u>Typical Record Series</u> E-change Electronic Form Event Tracking System IT Master Database - Hardware Tracking Network Security Logs Operations Management Log Report			






**RECORDS RETENTION SCHEDULE (RRS)**

IT020	Hardware Documentation	EVT + 7Y	Life of Equipment
Records related to the design, use, operation, and maintenance of computer hardware, including network drawings and server configuration files. Retain for 7 years after the life of equipment.			
<u>Typical Record Series</u> Network System Project Files			
IT030	Help Desk	5Y	Creation Date
Records related to the operation of computer help desk, including help desk tickets and updates to web sites. Retain for 5 years.			
<u>Typical Record Series</u> Help Desk Reports Help Desk Tickets			
IT040	Report Writers and Data Warehouses	EVT + 5Y	Superseded /Obsolete
Computer report writers and data warehouses, including common repository, saved queries, report formats, and data warehouses duplicating or accessing information in other applications. Retain for 5 years after data is superseded or obsolete.			
<u>Typical Record Series</u> Report Writer Tools			
IT050	System Backup Files	MAX 1Y	Creation Date
Copies of master files or databases, application software, voice mail backups, logs, directories, and other records needed to restore a system in the event of system failure. Retain per written procedures for a maximum of 1 year. Do not use backups for satisfying retention periods for records stipulated in this Records Retention Schedule (RRS).			
<u>Typical Record Series</u> Backup Logs			
IT060	System User Authorizations	5Y	Creation Date
Requests and authorizations for access to company electronic systems, including user login information. Retain for 5 years.			
<u>Typical Record Series</u> Administrative ID Request Form for MS Server IT Security Change Forms Job Code Request Form Login ID Request Form Request for Change Forms User Account Authorization			
IT070	IT Security and Compliance	EVT + 6Y	Activity Completed
System logs used to document access and use of secure computer systems such as financial systems or systems containing classified information. Also, records of risk analyses and system security audits for regulatory and IT policy compliance to ensure information integrity, availability and confidentiality. Retain for 6 years after the activity was completed.			
<u>Typical Record Series</u> IT Investigations e.g. phishing investigation Risk Register Vulnerability Testing			
Systems and Application Development			
IT110	Application Development and File Documentation	EVT + 5Y	Destruction of Associated Records
Records related to the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. Includes documentation for initiating, developing, operating, and maintaining the system. Retain 5 years after destruction of all associated records.			
<u>Typical Record Series</u> Financial System technical specifications Human Resources Information System technical specifications			



**RECORDS RETENTION SCHEDULE (RRS)**

Manufacturing System technical specifications Program Documentation Sales and Marketing System technical specifications			
<b>IT120</b>	<b>Software Programs</b>	<b>EVT + 7Y</b>	<b>Superseded/ Obsolete</b>
Records related to the implementation, use, and updates of computer software programs, including source code, maintenance logs, system change notices, and other records that document modifications to computer programs. Retain for 7 years after the software program is discontinued and the data from system is no longer retained in system.  <u>Typical Record Series</u> Change Control Form Project File -Modification to Business System			
<b>IT130</b>	<b>System Architecture Records</b>	<b>EVT + 3Y</b>	<b>Superseded/ Obsolete</b>
Information documenting architecture, topology and configuration of networks, including wide area networks (WANs) and local area networks (LANs). Retain for 3 years after the record is superseded or replaced.  <u>Typical Record Series</u> Data Maps System Architecture Designs and Maps Topology records			
<b>LEGAL</b>			
<b>Claims, Litigation and Arbitration</b>			
<b>LGL010</b> 	<b>Litigation Case Files, Claims, Court Orders, Decrees, and Settlements</b>	<b>EVT + 10Y</b>	<b>Closed</b>
Records related to litigated, mediated, or arbitrated claims along with court orders, decrees, legal hold notices/revocations and settlement agreements. Retain for 10 years after issue is closed and all conditions are met. (Excludes Workers Compensation; see HR010.)  <u>Typical Record Series</u> Arbitration and Discrimination Charges & Correspondence Discrimination Charges & Correspondence EEO Consent Decrees, Reports and Correspondence Insurance Policy Claims Lawsuit Settlements or Resolutions Legal Hold Notice Legal Hold Revocation Notice Litigation Files			
<b>LGL020</b>	<b>Customer Complaint</b>	<b>EVT + 10Y</b>	<b>Resolved</b>
Records related to the investigation of complaints regarding a Company product, including findings and follow-up actions. Retain for 10 years after the investigation is concluded and follow-up actions are completed.  <u>Typical Record Series</u> Customer Complaint			
<b>LGL030</b> 	<b>Internal Investigations</b>	<b>EVT + 10Y</b>	<b>Closed</b>
Internal investigations of employees, business practices, ethics, and vendors regarding theft, embezzlement, unethical practices, damage, unauthorized computer access, intellectual property, or fraud. Retain for 10 years after investigation is closed or resolved. (Excludes whistleblowing records; see LGL040.)  <u>Typical Record Series</u> Investigation Files -Employee, Business Practice, Ethics, Vendors			
<b>LGL040</b> 	<b>Whistleblowing Records</b>	<b>6M</b>	<b>Closed</b>
Records that substantiate a whistleblower report of wrongdoing within our organization. Retain for 6 months after investigation is closed or resolved. <b>Exception is for unsubstantiated whistleblowing records for countries subject to GDPR, where it is required to destroy or redact any personal information.</b>			


**RECORDS RETENTION SCHEDULE (RRS)**

<u>Typical Record Series</u> Investigation Files -Employee, Business Practice, Ethics, Vendors <b>Exception:</b> France, Germany, Italy, Netherlands, LGL040B Exception Ret Prd: MAX 2M Resolution Norway, Poland, Spain, UK			
<b>Contracts, Instruments and Opinions</b>			
<b>LGL110</b>	<b>Contracts/ Agreements - Customers, Vendors or Subcontractors</b>	<b>EVT + 15Y</b>	<b>Termination of Contract and Warranty</b>
Executed contracts and agreements between the company and customers, vendors or subcontractors. Retain for 15 years after the termination of the contract and warranty. (See PRJ040 Manufacturing Records and PRJ080 Aftermarket, Support, and Service Project Documentation for documentation supporting the contract)			
<u>Typical Record Series</u> Agreements -Customer Agreements -Long Term Alliance Agreements -Vendor Confidentiality Agreements -Customers Contract Deviation Request and Approval Contract Review Documentation Contract Work files Contracts -Airport Services Contracts -Allied Suppliers Contracts -Clients Contracts -Food Service Customers Contracts -Materials Contracts (Prime & Sub-Contractors) -Projects Contracts -US Navy Customer Confidentiality Agreements Customer Finance Agreements DAD -Deviation Authorization Documentation Derivative Reports to Standard Contracts Discount Agreement Approval Non-Compete / Non-Disclosure Agreements Vendor Confidentiality Agreements <b>Exception:</b> France LGL110B Exception Ret Prd: IND Creation Date			
<b>LGL120</b>	<b>Contracts/ Agreements - General</b>	<b>EVT + 10Y</b>	<b>Termination of Contract</b>
Executed contracts and agreements between the company and an outside party, including all documentation related to the contract and compliance with the contract. Retain for 10 years after the termination of the contract. (Excludes contracts between the Company and customers, or vendors; see LGL110 and Employment contracts; see HR120.)			
<u>Typical Record Series</u> Agreements -Advertising Agency Agreements -Agents and Representatives Agreements -Banking Agreements -Broker Agreements -Consultants Agreements -Contractor Project Safety Agreements -Corporate Waste Management Program Contracts -Agent Contracts -Benefits and Payroll Service Providers Contracts -Service Providers Contracts -Services Contracts -Union Distributor Agreement Employee Relocation -Contract with Relocator Equipment Leases Hardware Maintenance Contracts Leases -Vehicles Licensing Agreements for Custom Software Office Building Maintenance Contract Files Sales Tax Exempt Certificates -Customer Secrecy & Invention Agreements (with Employee) Stock Options			

**RECORDS RETENTION SCHEDULE (RRS)**

Transition Service Agreement Union Benefit Plans			
<b>LGL130</b>	<b>Legal and Regulatory Opinions</b>	<b>10Y</b>	<b>Creation Date</b>
Requests and responses for legal and regulatory opinions from internal and external counsel. Retain for 10 years.  <u>Typical Record Series</u> Legal Opinion			
<b>LGL140</b>	<b>Real Property</b>	<b>EVT + 15Y</b>	<b>Property Obligation Ceases</b>
Real property purchases, leases, and deeds, including any related exhibits or addenda. Retain for 15 years after lease is terminated or property is sold.  <u>Typical Record Series</u> Lease Agreement -Facilities Real Estate Contracts <b>Exception:</b> Russia LGL140B Exception Ret Prd: EVT + 1Y Life of Company			
<b>Government Affairs</b>			
<b>LGL210</b>	<b>Legislative and Regulatory Activities</b>	<b>EVT + 5Y</b>	<b>Superseded/ Obsolete</b>
Records related to influencing governmental legislature or regulations. Retain for 5 years after information is superseded or obsolete.  <u>Typical Record Series</u> Proposed Legislation			
<b>LGL220</b>	<b>Political Action Committees</b>	<b>5Y</b>	<b>Creation Date</b>
Records related to the formation and operation of Political Action Committees (PACs). Retain for 5 years after dissolution of the PAC.  <u>Typical Record Series</u> PAC Solicitation Materials -Employee Participation Political Action Committee			
<b>LGL230</b>	<b>Regulatory Correspondence</b>	<b>7Y</b>	<b>Creation Date</b>
Correspondence with government agencies that regulate company activities. Retain for 7 years. (Excludes correspondence with SEC; see FIN440, or regulatory correspondence relating to HSE; see HSE010.)  <u>Typical Record Series</u> Government Correspondence			
<b>Intellectual Property</b>			
<b>LGL310</b>	<b>Intellectual Property – Patents, Copyrights and Trademarks</b>	<b>EVT + 10Y</b>	<b>Superseded/ Obsolete</b>
Records relating to patents, copyrights and trademarks. Includes product branding; documentation of production intellectual property; and the creation, registration, control, management, and enforcement of the company's trademarks and service marks, including logos and brands. Retain for 10 years after superseded or obsolete. (Retain copy of trademark or service mark for historical reference; see COR110.)  <u>Typical Record Series</u> Intellectual Property Patent Docket File Patents Special Project -Intellectual Property <b>Exception:</b> Russia LGL310B Exception Ret Prd: EVT + 1Y Life of Company			

**RECORDS RETENTION SCHEDULE (RRS)**

<b>Records Management</b>			
<b>LGL410</b>	<b>Disposition and Destruction Documentation</b>	<b>10Y</b>	<b>Creation Date</b>
<p>Records documenting the destruction of records no longer required by the company, including requests, authorizations, and certificates of destruction. Retain for 10 years.</p> <p><u>Typical Record Series</u>  Destruction Certificates  Records Destruction Notices</p>			
<b>LGL420</b> 	<b>Records Indices</b>	<b>EVT + 5Y</b>	<b>Superseded/ Obsolete</b>
<p>Electronic or physical indices, lists, registers, and inventories used to track or locate company records. These indices encompass records in all forms, formats and media regardless of location (in-house, offsite, cloud). Retain 5 years after superseded. (See PRJ010 for Project Document Lists and Transmittals.)</p> <p><u>Typical Record Series</u>  Records Inventory</p>			
<b>PROJECTS, PRODUCTS AND SERVICES</b>			
<b>PRJ010</b>	<b>Engineering Administration</b>	<b>EVT + 10Y</b>	<b>Project Closed</b>
<p>Support records produced as part of engineering, design, construction and commissioning services provided to clients. These records provide internal administrative support to the project team. Retain for 10 years after the project is closed. (Excludes non-project purchase orders; see FIN710.)</p> <p><u>Typical Record Series</u>  Client Feedback  Correspondence and letters  Document lists  Engineering Work Schedule  Management of Change  Meeting Minutes  Non-Conformance reports  Performance Analysis Data  Project correspondence  Project deviation notices  Progress Reports  Project Monthly Reports  Project Purchase Orders  Request for Information (RFI)  Risk Register  Rosters  Safe Work Practices  Schedules  Staffing plans  Technical queries  Tenders Awarded  Transmittals</p>			
<b>PRJ020</b>	<b>Engineering Design Records</b>	<b>EVT + 30Y</b>	<b>Project and Warranty Closed</b>
<p>Records produced as part of engineering and design services. Also, records received from clients, vendors, subcontractors and partners with whom our Company is contracted to perform work for the project. Includes original engineering drawings and specifications maintained by engineers. These records are the final approved version. Retain for 30 years after the project and warranty period is closed.</p> <p><u>Typical Record Series</u>  Calculation Notes (CN)  Computer software validation reports  Drawings (DW)  Engineering Change Notice  Engineering metrics  Engineering Project Request</p>			

**RECORDS RETENTION SCHEDULE (RRS)**

Equipment Lists (EL) Fabrication Detail Drawings (DD) Feasibility Studies Inspection Reports (IRT or INS) Inspection Release Notes (IRN) Inspection Test Plans (ITP) Instrument Loop Diagrams Isometrics (ISO) Material qualification Material Take Off (MTO) Material Requisition (MR) Piping & Instrument Diagrams (PID) Process Data Sheets Process Flow Diagrams (PFD) Product Drawings Shop Built -Drawings Project Procedures (PP) Reports (RT) Scope of Supply (SR) Specifications Technical Bid Tabulation (TBT) Technical Query Sheets (TQ)			
<b>PRJ030</b>	<b>Equipment and Instrument Maintenance and Testing</b>	<b>EVT + 15Y</b>	<b>Life of Equipment</b>
Records related to the operation, testing, maintenance, and repair of equipment used in manufacturing and services operations, including maintenance reports, repair histories, calibration records, and operation logs. Retain for 15 years after the life of the equipment.  <u>Typical Record Series</u> Calibration Records Inspection Reports of New Tooling (tool) Plant & Equipment Acceptance Test & Measurement Calibration Records			
<b>PRJ040</b>	<b>Manufacturing Records</b>	<b>EVT + 30Y</b>	<b>Project Closed</b>
Records related to contractual work performed for manufacturing customer, including customer correspondence, cost estimates, warranty information, contract copies, credit information, product tests, drawings and project specifications. Retain for 30 years after project closed. (Excludes Quality Procedures and Manuals; see ADM410.)  <u>Typical Record Series</u> ASME Code Inspection Records Bill of Materials (BOM) Customer Correspondence File Customer Credit Ratings Customer Drawings Customer Project Budgets Customer Project Photos Customer Specifications Design File -as built Electronic Project Folders Engineering Notes Inspection Reports for ATEX & PED Certified Products Manufacturing Quality Manuals Material Rejection Report Material Test Reports NDE Records Product General Conditions w/ Guarantees and Warranties Product Operating and Maintenance Manuals Project Binder -Administrative Documentation Project Binder -Invitation to Tender Project Binder -Miscellaneous Information Project Binder -SOFEC Information to Client Project Quality File QA Change Notice Acknowledgement Radiography Film			

**RECORDS RETENTION SCHEDULE (RRS)**
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Sales Internal Process Files Sales Orders Special Order Release State Sales Tax Exempt Certificates -Customer Waivers Welding procedures			
<b>PRJ050</b>	<b>Manufacturing Quality Control Reports and Reviews</b>	<b>EVT + 30Y</b>	<b>Project Closed</b>
Reviews and reports to management on project quality matters and related analysis, including return material authorizations. Retain for 30 years after project closed.  <u>Typical Record Series</u> Alternate Material Request Corrective Action Request Corrective Action Heat Treatment Records Management Review -Quality Management Review Meeting Minutes Monthly Project Report (MPR) Return Material Authorization Third Party Request Dimensional Reports -Design Validation Reports			
<b>PRJ060</b>	<b>Manufacturing Vendor / Subcontractor Documentation</b>	<b>EVT + 30Y</b>	<b>Project Closed</b>
Records related to contractual work performed or materials supplied by vendor or subcontractor for manufacturing customer, including cost estimates, evaluations, warranty information, contract copies, credit information, contractor/vendor correspondence, product tests, drawings and project specifications. Retain for 30 years after project closed.  <u>Typical Record Series</u> Evaluation of Suppliers Performance Project File Procedure Qualification Record Supplier Qualification Records Vendor Contract File Vendors Subcontractor Evaluations			
<b>PRJ070</b>	<b>Manufacturing Research and Development</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Records related to the in-house design and development of products, including research and development committee minutes, drawings, computer systems storing design data, pricing and cost. Retain for 1 year after life of company.  <u>Typical Record Series</u> Development Tracking Engineering and Manufacturing Notebooks Job Book -New Laboratory Data Analysis files Laboratory Testing files Project File Laboratory (Lab) Notebook Project Photos Research			
<b>PRJ080</b>	<b>Aftermarket, Support, and Service Project Documentation</b>	<b>EVT + 15Y</b>	<b>Termination of Contract and Warranty</b>
Records related to aftermarket sales, customer support and service/training programs provided to customer, including customer correspondence, cost estimates, and project specifications. Retain for 15 years after termination of contract and warranty.  <u>Typical Record Series</u> Aftermarket Equipment Drawings Customer Training Program Engineering Drawings Parts Order History Project File			

**RECORDS RETENTION SCHEDULE (RRS)**

Project Photos -Aftermarket Trip Reports -Aftermarket			
<b>PRJ090</b>	<b>Construction and Commissioning Records</b>	<b>EVT + 10Y</b>	<b>Project Closed</b>
Records related to the construction, commissioning and start-up of facilities, systems, and equipment by the Company for clients. These records document the pre-operational testing of facilities, systems, and equipment prior to turnover to the client. Retain for 10 years after the project is closed.  <u>Typical Record Series</u> Author's Supervision Log (Russia) Completion Database Record Construction red-lines Field purchase orders Material Receiving Reports OS&D Reports System/Subsystem Dossier Work Permits <b>Exception:</b> Russia PRJ090B Exception Ret Prd: EVT + 20Y Project Closed			
<b>SALES AND MARKETING</b>			
<b>Communications</b>			
<b>SMK010</b>	<b>Advertising</b>	<b>EVT + 6Y</b>	<b>Superseded/ Obsolete</b>
Company advertising related to Company products. Retain for 6 years after termination of advertising. Retain copy for historical reference; see COR110.  <u>Typical Record Series</u> Brochures Product Catalogs Web-site			
<b>SMK020</b>	<b>Company Publications</b>	<b>5Y</b>	<b>Publication Date</b>
Magazines, journals, presentations, intranet, and other publications produced or sponsored by the Company. Retain for 5 years from date of publication. Also, retain original of Company Publications for historical reference; see COR110.  <u>Typical Record Series</u> Company Intranet Site Corporate Level Literature Newsletter -Quarterly			
<b>SMK030</b>	<b>Public and Media Relations</b>	<b>EVT + 1Y</b>	<b>Life of Company</b>
Communications with the press, press releases, and other communications disseminated to the public from date of publication. Retain for 1 year after life of company. (Excludes Advertising; see SMK010.)  <u>Typical Record Series</u> Company Internet Site Content Engineering Bulletins Press Releases Speeches Trade Press Releases			
<b>SMK040</b>	<b>Charitable Giving</b>	<b>5Y</b>	<b>Creation Date</b>
Records related to corporate sponsorships, corporate foundation grants, and charitable contributions made by the Company and/or its employees.			

**RECORDS RETENTION SCHEDULE (RRS)**

<u>Typical Record Series</u> Philanthropic Activity records United Way Program records Volunteering records			
<b>Marketing</b>			
<b>SMK110</b>	<b>Marketing Research and Planning</b>	<b>7Y</b>	<b>Creation Date</b>
Market studies and research, including consultant reports, consumer surveys, competitor profiles and comparisons, etc. Retain for 7 years.  <u>Typical Record Series</u> Annual Marketing Communications Plan Consultant Reports -Marketing Customer Market Studies Market Strategy Presentations			
<b>SMK120</b>	<b>Promotional Assets</b>	<b>IND</b>	<b>Creation Date</b>
Promotional assets used in advertising, sales, web pages, videos, presentations, audio, and other promotional material, including artwork and graphics, electronic images, graphic databases, and web content. Retain indefinitely subject to assessment of ongoing value every 7 years.  <u>Typical Record Series</u> Annual Report Design and Production Graphics Company Presentation Design and Graphics Graphics for Company Magazine, Brochure & Website Design			
<b>Sales</b>			
<b>SMK210</b>	<b>Project Proposals -Rejected</b>	<b>EVT + 5Y</b>	<b>Project Rejected</b>
Records related to any proposals made to an outside party regarding materials or services that were rejected by either the Company or the customer. Retain for 5 years after project is rejected. (Excludes accepted proposals; see LGL110).  <u>Typical Record Series</u> Rejected Project Proposals			
<b>SMK220</b>	<b>Sales and Training Presentations</b>	<b>EVT + 15Y</b>	<b>Superseded/ Obsolete</b>
Records related to the presentation of sales and marketing of manufactured products by representatives of the company. Retain for 15 years after the presentation is superseded or obsolete.  <u>Typical Record Series</u> External Sales/Training Presentations Presentations to Customers Product Technical Presentations Sales Meeting Presentations			

**6. APPENDICES AND FORMS**

Not Applicable.