

PHILIP MORRIS USA
RECORDS RETENTION SCHEDULE
MANUFACTURING - RECEIVING AND DISTRIBUTION

ISSUED March 21, 1991

2051126070

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
A0191 -	ATTENDANCE	C + 1		C + 1	HR
B0185 -	BILLS OF LADING	C + 2		C + 2	FIN
B0186 -	BUDGETS	C + 3		C + 3	FIN
C0500 -	CALENDARS/DAYTIMERS/DIARIES	C + 1		C + 1	
C0243 -	CORRESPONDENCE - GENERAL	C + 1		C + 1	
C0244 -	CORRESPONDENCE - IMPORTANT	C + 2		C + 2	
C0245 -	CORRESPONDENCE - TECHNICAL	C + 2		C + 2	
D0166 -	DAILY WAREHOUSE TRANSFER - VERIFICATION REPORT	C + 1		C + 1	PS
D0167 -	DIRECT MATERIALS TRANSACTION	C + 2		C + 2	PS
	LISTING (DAILY & MTD)				
D0168 -	DISCIPLINARY ACTION	C + 2		C + 2	HR
E0147 -	EXPORT ORDERS	C + 2		C + 2	PS
REVISED DATE January 10, 1994		DEPT. CODE 01 MSO-089	SHEET 1 OF 3		

KEY TO RETENTIONS

ACT = While Active
M = Current Month
C = Current Year
P = Permanently
SUP = Until Superseded

I certify this document reflects all approved records retention schedule revisions to date. All approved records retention schedules and authorized revisions are on file in the PM USA Records Management and Legal Departments.

Supervisor Records Management

Date:

11/11/94