

PHILIP MORRIS USA RECORDS RETENTION SCHEDULE

MANUFACTURING - PROCESSING PLANTS - BERMUDA HUNDRED
PROCESSING PLANT

ISSUED March 27, 1991

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
A0556	ACCIDENT REPORTS	C + 2		C + 2	ER
A0557	ACTION COST TEAM (ACT)	C + 1		C + 1	ENG
A0558	AFFIRMATIVE ACTION	C + 2		C + 2	ER
A0559	ASSOCIATIONS AND MEMBERSHIPS	C		C	
A0560	ATTENDANCE	C + 2		C + 2	ER
A0561	AUDIO-VIDEO TAPES/FILES	TER	5	TER+ 5	
B0492	BEETLE/BUG REPORTS	C + 1		C + 1	MFG SVS
B0493	BENEFITS	C + 1		C + 1	ER
B0494	BLUEPRINTS/DRAWINGS	TER+ 1	5	TER+ 6	ENG
B0495	BRAND AND CIGARETTE INFORMATION	C + 1	3	C + 4	MFG SVS
B0496	BUDGETS	C + 2	2	C + 4	FIN
B0497	BUILDINGS AND GROUNDS	C + 1		C + 1	
B0498	BULLETINS/POSTINGS/NOTICES	C + 2		C + 2	ER
REVISED DATE		DEPT. CODE	04MFP370	SHEET 1 OF 7	

KEY TO RETENTIONS
 ACT = While Active
 M = Current Month
 C = Current Year
 P = Permanently
 SUP = Until Superseded
 TER = Until Terminated

AUTHORIZATION: Department Head: _____ Date: _____
 Responsible Records Management Group: L.M. Rattall Date: 3-27-91
 Legal Counsel: Arthur J. Williams Date: MAY 14 1991
HUNTON & WILLIAMS

[Retention in years unless otherwise noted]