

PHILIP MORRIS USA

RECORDS RETENTION SCHEDULE

MANUFACTURING - LOUISVILLE MATERIALS CONVERSION PLANT

ISSUED March 26, 1991

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
BO3337 -	BUDGET ANALYSIS AND OPERATING REPORTS	C + 1		C + 1	FIN
BO3338 -	BUDGET FINAL REPORT	C + 1		C + 1	FIN
BO3339 -	BUDGETS	C + 1		C + 1	FIN
C2527 -	CALENDARS/DIARIES/DAYTIMERS	C + 1		C + 1	
CO707 -	CHANGEOVER SHEETS	M + 6		M + 6	MFG
CO708 -	COMMITTEES	C + 1		C + 1	
CO709 -	COMPENSATION	ACT		ACT	HR
CO711 -	CORRESPONDENCE	C + 1		C + 1	
PO628 -	DAILY PRODUCTION REPORTS	M + 6		M + 6	MFG
EO368 -	EMPLOYEE INFORMATION	C + 1		C + 1	HR
EO369 -	EMPLOYEE TRAINING RECORDS	ACT		ACT	HR
PO624 -	EMPLOYEE/PERSONNEL FILES	ACT		ACT	HR
REVISED DATE June 13, 1995		DEPT. CODE 02 MFP-440	SHEET 1 OF 3		

KEY TO RETENTIONS

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 SUP = Until Superseded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

AUTHORIZATION: Department Head:

Date: 6-18-95Responsible Records
Management Group:

2084030554
2051045960

Date: 2-18-95Legal Counsel: John DoeDate: 1-26-95

[Reference in years unless otherwise noted]