



RECORDS RETENTION SCHEDULE

Philip Morris Incorporated
Headquarters Services
Records Management

OPERATING COMPANY MANAGEMENT
PHILIP MORRIS MANAGEMENT

RECORD TITLE	DEPARTMENT COMPENSATION & ORGANIZATION DEVELOPMENT			LOCATION 20 PARK AVENUE	
	RETENTION PERIOD		TOTAL		
	ON-SITE	OFF-SITE			
OFFICE	QRSA	CARLSTADT			
BOARD OF DIRECTOR'S FILES	CUR+2		3	CUR+5	
BUDGET FILES	CUR+2		3	CUR+5	
COMPENSATION ADMIN. FILES	CUR+1		3	CUR+4	
CORP. AIRCRAFT MANUALS	SUP		SUP		
DEPARTMENTAL REPORTS	SUP		SUP		
EVALUATION FILES	CUR+3		2	CUR+5	
HAY MGMT. CONSULTANT FILES	CUR+3		2	CUR+5	
INCENTIVE COMPENSATION FILES	CUR+2		3	CUR+5	
JOB DESCRIPTION FILES					
ACTIVE	SUP		SUP		
HISTORICAL	5		5	REVIEW AND WEED OBSOLETE INFO.	

ON AN ANNUAL BASIS.

AUTHORIZATION

Department Management Level Types Date 11/12/88

Records Management Philip Morris Department 11/12/88

Legal Counsel J. T. Bredlow Date 11/12/88

KEY TO CODES

CUR-Current Year
PER-Permanently
SUP-Until Superseded
TER-Until Terminated
QRSA-Quick Retrieval Storage Area-100 Park Avenue