

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 | |
| B0337 - | BUDGET ANALYSIS AND OPERATING REPORTS | C + 1 | | C + 1 | FIN |
| B0338 - | BUDGET FINAL REPORT | C + 1 | | C + 1 | FIN |
| B0339 - | BUDGETS | C + 1 | | C + 1 | FIN |
| C2527 - | CALENDARS/DIARIES/DAYTIMERS | C + 1 | | C + 1 | |
| C0707 - | CHANGEOVER SHEETS | M + 6 | | M + 6 | MFG |
| C0708 - | COMMITTEES | C + 1 | | C + 1 | |
| C0709 - | COMPENSATION | ACT | | ACT | HR |
| C0711 - | CORRESPONDENCE | C + 1 | | C + 1 | |
| P028 - | DAILY PRODUCTION REPORTS | M + 6 | | M + 6 | MFG |
| E0368 - | EMPLOYEE INFORMATION | C + 1 | | C + 1 | HR |
| E0369 - | EMPLOYEE TRAINING RECORDS | ACT | | ACT | HR |
| P0624 - | 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 SUP = Until Superseded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:

Art Shupe

Date: 6-18-95

Responsible Records
 Management Group:

L.M. Rattiff

Date: 2-18-95

Legal Counsel:

John J. ...

Date: 7-26-95

[Retention in years unless otherwise noted]

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 2084030554