

PHILIP MORRIS CAPITAL CORPORATION
RECORDS RETENTION SCHEDULE
 Manager - Corporate Real Estate

19

ISSUED

RECORD CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		DEPT.	STORAGE	TOTAL	
A0150	Administrative	C+2		C+2	
C0010	Calendars/Diaries/Daytimers	C+1		C+1	
C0770	Correspondence	C+2		C+2	
P0330	Policies & Procedures	SUP		SUP	
P0620	Projects	ACT		ACT	
R0021	Real Estate Files	ACT	15	ACT+15	
REVISED DATE		DEPARTMENT CODE			SHEET 1 of 1

AUTHORIZATION: Department Head: _____ Date: _____
 Legal Counsel: _____ Date: _____
 Tax Department: _____ Date: _____

KEY TO RETENTIONS
 ACT = While Active
 M = Current Month
 C = Current Year
 * = Archival Review Required
 SUP = Until Superseded
 VR = Vital Records

2043486253
 2076160516