

P H I L I P M O R R I S U S A S C H E D U L E 2 0 5 4 0 6 1 8 8 5
R E C O R D S R E T E N T I O N
MANUFACTURING
PARK 500 POWER HOUSE & ENVIRONMENTAL ENGINEERING
ISSUED **March 28, 1991**

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
A0528 -	ADMINISTRATIVE	C + 2		C + 2	
A0529 -	AFFIRMATIVE ACTION	C + 2		C + 2	H/R
B0457 -	BOILER DAILY REPORTS	C + 7		C + 7	
B0458 -	BOILER HOUSE	C + 7		C + 7	
B0459 -	BOILER HOUSE OPERATING REPORTS	C + 7		C + 7	
B0460 -	BOILER LAB DAILY REPORTS	C + 7		C + 7	
B0461 -	BOILER LAB DATA	C + 7		C + 7	
B0462 -	BUDGETS	C + 3		C + 3	FIN
B0463 -	BUILDINGS AND GROUNDS	C + 1		C + 1	
C1028 -	CALENDARS/DIARIES/DAYTIMERS	C + 1		C + 1	
C1029 -	CAMPAIGNS/PROGRAMS/SPECIAL	C + 1		C + 1	
	EVENTS/AWARDS				
REVISED DATE	July 26, 1994	DEPT. CODE	04 MFP-U90	SHEET 1 OF 7	

KEY TO RETENTIONS

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SUP = Until Superseded

I certify this document reflects all approved records retention schedule revisions to date. All approved records retention schedules and authorized revisions are on file in the PM USA Records Management and Legal Departments.

[Signature] Date: 7/26/94
Supervisor Records Management