



RECORDS RETENTION SCHEDULE

Philip Morris Incorporated
Headquarters Services
Records Management

OPERATING COMPANY PHILIP MORRIS MANAGEMENT		DEPARTMENT COMPENSATION & ORGANIZATION DEVELOPMENT				LOCATION120 PARK AVENUE
RECORD TITLE	RETENTION PERIOD					REMARKS
	ON-SITE		OFF-SITE		TOTAL	
	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.

KEY TO CODES

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SUP-Until Superseded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

AUTHORIZATION

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Legal Counsel

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Date 11/2/88
Date 11/8/88