



**BROWN & WILLIAMSON TOBACCO CORPORATION  
RECORDS RETENTION SCHEDULE**

SECTION NO.	PAGE NO.
	1

SECTION TITLE: <i>Reidsville</i> General Plant/Employee Relations - Robert Pearman/Donna Myers		EFFECTIVE DATE: 02/08/95		
NO.	RECORDS	APPROVED RETENTION PERIODS		
		FILE STATION	RECORDS CENTER	TOTAL RETENTION
GP 1	Alcohol/Drug Abuse Rehab. Program			Maintain
GP 2	Safety Newsletter Info (WP File)			Maintain
GP 3	CIGM094.wk3 pc file (rods/man hour) for FF24's EOMs			Maintain
GP 4	Goal Proc.wk3 pc file spreadsheet			Maintain

**632120484**

RETENTION CODES: Y=Year, M=Month, W=Week, D=Day  
SEQUENCE CODES: A=Alphabetic, C=Chronologic, N=Numeric