

PHILIP MORRIS CAPITAL CORPORATION
RECORDS RETENTION SCHEDULE

Manager - Corporate Real Estate

19

KEY TO RETENTIONS

ACT = While Active	W = Current Month
C = Current Year	* = Archival Review
SUP = Until Superseded	VR = Vital Records

AUTHORIZATION: _____ **Department Head:** _____

Date: _____ Date: _____

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VR = Vital Records

Date: _____

Legal Counsel:
Tax Department:

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