



BROWN & WILLIAMSON TOBACCO CORPORATION
RECORDS RETENTION SCHEDULE

SECTION NO.	PAGE NO.
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SECTION TITLE:	EFFECTIVE DATE:
<i>Reidsville</i> General Plant/Employee Relations - Robert Pearman/Donna Myers	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