

PHILIP MORRIS USA  
ACTIVE RECORDS DISPOSAL NOTICE

DATE: 04/12/94

TO: M/C PRIMARY PROCESSING

FROM: RECORDS MANAGEMENT DEPARTMENT

THE FOLLOWING RECORDS ARE SCHEDULED FOR DISPOSAL AS OF JANUARY 1, 1994.  
RETURN THIS NOTICE TO THE RECORDS MANAGEMENT DEPARTMENT (M/C - EWB)  
WITHIN 30 DAYS.

*Highlight if not destroyed  
due to retention period  
being officially extended.*

TOTAL RETENTION PERIOD	CREATION DATE *	RECORD CATEGORY CODE	RECORD CATEGORY
-----	-----	-----	-----
C+2	1991	A0514 -	ADMINISTRATIVE
C+2	1991	A0515 -	AFFIRMATIVE ACTION
C+2	1991	A0516 -	ASSOCIATIONS AND MEMBERSHIPS
C+2	1991	B0441 -	BENEFITS
C+3	1990	B0443 -	BUDGETS
C+2	1991	B0444 -	BUILDINGS AND GROUNDS
C+1	1991	C0999 -	CALENDARS/DIARIES/DAYTIMERS
C+1	1992	C0999 -	CALENDARS/DIARIES/DAYTIMERS
C+2	1991	C1000 -	CAMPAIGNS/PROGRAMS/SPECIAL EVENTS
C+2	1991	C1002 -	CHECK REQUESTS

\* RECORDS CREATED FROM JANUARY 1 THROUGH DECEMBER 31 OF THE CALENDAR YEAR

I/WE APPROVE THE DISPOSAL OF THE ABOVE RECORDS (UNLESS AN EXPLANATION IS ATTACHED OF WHY ANY OF THESE RECORDS SHOULD NOT BE DISPOSED) AND I/WE CERTIFY THE RECORDS APPROVED FOR DISPOSAL HAVE BEEN REVIEWED AGAINST APPENDIX A OF THE PHILIP MORRIS USA RECORDS MANAGEMENT MANUAL AND ANY AND ALL APPLICABLE DISPOSAL SUSPENSION NOTICES AND NONE OF THESE RECORDS ARE SUBJECT TO DISPOSAL SUSPENSION.

\_\_\_\_\_  
(RECORDS COORDINATOR SIGNATURE)

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(DATE)

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(DEPARTMENT MANAGER SIGNATURE)

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2054560212

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C+2	1991	C1003 -	COMMITTEES
C+2	1991	C1004 -	COMMUNICATIONS
C+2	1991	C1005 -	COMPENSATION
C+2	1991	C1006 -	CONFERENCES AND SEMINARS
C+2	1991	C1007 -	CONSULTANTS
C+2	1991	C1008 -	CORRESPONDENCE
C+2	1991	E0531 -	EMPLOYEE INFORMATION
C+2	1991	E0532 -	EMPLOYMENT/STAFFING
C+2	1991	E0534 -	ENGINEERING
C+2	1991	E0535 -	ENVIRONMENTAL

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C+2	1991	E0537 -	EXPENSES
C+2	1991	F0325 -	FINANCIAL
C+1	1992	F0326 -	FINANCIAL REPORTS
C+2	1991	G0231 -	GOALS/OBJECTIVES/PLANNING
C+1	1992	I0289 -	INVOICES
C+2	1991	J0178 -	JOB ORDERS/APPROPRIATIONS
C+2	1991	L0311 -	LABOR RELATIONS
C+1	1992	M0536 -	MAINTENANCE AND HOUSEKEEPING
C+2	1991	M0538 -	MATERIALS
C+2	1991	M0539 -	MEDICAL

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C+1	1992	O0252 -	OPERATING SUPPLIES REPORTS
C+2	1991	O0253 -	ORGANIZATIONAL
C+2	1991	P0937 -	PERFORMANCE APPRAISALS
C+2	1991	P0940 -	PRODUCTION
C+1	1992	P0941 -	PRODUCTION REPORTS
C+2	1991	P0943 -	PUBLICATIONS, NEWSLETTERS AND REFERENCE MATERI
C+2	1991	P0944 -	PURCHASING
C+1	1992	Q0181 -	QUALITY ASSURANCE
C+2	1991	R0373 -	REPAIR ORDERS
C+2	1991	R0374 -	REPORTS

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C+2	1991	R0375 -	RESEARCH AND DEVELOPMENT
C+2	1991	S0656 -	SCHEDULES
C+2	1991	S0657 -	SECURITY
C+2	1991	S0658 -	SHUTDOWN
C+2	1991	S0670 -	SURVEYS AND STUDIES
C+1	1992	T0392 -	TIME SHEETS
C+2	1991	T0393 -	TOBACCO PROCESSING
C+2	1991	V0271 -	VENDORS
C+2	1991	V0272 -	VISITS/TOURS/TRIPS
C+2	1991	V0273 -	VOUCHERS

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C+2	1991	W0191 -	WAREHOUSE/STORAGE

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