

GAF CORPORATION
BUILDING MATERIALS GROUP

February 7, 1975

TO: Messrs. Anderson-Erie; Becker-Minneapolis; Boyle-So. Bd. Brook;
Cox-Millis; Drawdy-Mobile; Flood-Gloucester; Hemminghaus-
St. Louis; Herbst-Dallas; Kennedy-Joliet; McKenzie-
Savannah; Peavy-Denver; Stewart-Tampa; Teague-Mt. Vernon;
Underwood-Baltimore; Wilcock-Kansas City

Messrs. Berg-Houston; Gunchin-Joliet; Vardakis-Long Beach;
Cahill-Vails Gate; White-Hyde Park, Vt.; Lasley-Whitehall

CC Messrs. Fitzwilliam, Greig, Page, Honza - So. Bd. Brook
Mr. L. Sarlo - Gloucester

FROM: L. J. Faneuf

SUBJECT: CURRENT NEEDS FOR RECORD RETENTION

Attached is a letter and list of records and the
number of years they are to be held. Mr. Meder should
have contacted your Office Manager. If not, make sure
that you are following the attached schedule at your
plant.

L.J. Faneuf

LJF:cas
Att.

Copies to Messrs. Lundin,
Benham,
Neal,
Baumstark, 
~~Mr. Meder~~
Sales Dept.
Mrs. Sutton
Mrs. Oberjurgens

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FORM 2010-6-62 PRINTED IN U.S.A.
INTEROFFICE CORRESPONDENCE
GAF Corporation

L. J. FANEUF

JAN 6 1975

DATE January 3, 1975

TO Mr. C. W. Meder
LOCATION SBB

FROM Mr. R. P. Fraser, Jr.
LOCATION NY

cc Mr. J. J. Butler
Mr. L. J. Faneuf
Mr. D. S. Gardner

SUBJECT: Current Needs for Record Retention

Attached is a copy of J. J. Costello's memorandum of 1/2/75 on the subject.

Would you please coordinate this review so that we are up-to-date and complete with all of the key records before Mr. Costello commences his review.

Each area of responsibility should review the list attached in the context of the memorandum written and submit to you their recommendations so that you may coordinate our response on this matter.

RPF:AD
Att.

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INTEROFFICE CORRESPONDENCE

GAF Corporation

nrf.

DATE January 2, 1975

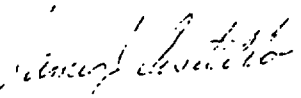
TO See Distribution List Attached
LOCATIONcc E. J. Devlin
C. S. SpoonerFROM J. J. Costello
LOCATIONSUBJECT: CURRENT NEEDS FOR RECORD RETENTION

The current Record Retention Schedule was last revised in 1967. In order to recognize your current needs as well as changes in government and other legal requirements we are in the process of updating the Schedule.

Enclosed is that portion of the 1967 Record Retention Schedule which pertains to your area(s) of responsibility. The purpose of this distribution is to insure that the list of key records is complete before we commence our review. Please review the attached lists and note which items should be removed, have been superseded by or consolidated with a more current record, or are records to be added. Any general comments you may wish to make on this subject will be appreciated.

Your list of records will be reviewed and guidelines developed from it as well as government and other source information. The proposed revision will then be forwarded to you for review and comments before the revised Record Retention Schedule is finalized.

Your early response to this request will be greatly appreciated. All responses should be directed to C. S. Spooner at Wayne. If you have any questions feel free to contact either Mr. Spooner or me.

JJC:bc
enc.
James J. Costello
Manager-Accounting Systems,
Policies & Procedures

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V. CUSTOMERS AND/OR SALES

<u>Title</u>	<u>Retention Period - Years</u>
Bids & Quotations - Govt. Business	7
Bills of Lading	7
Camera Repair Memos	1 - 7
Records of Competitive Products	10
Records of Conventions	5
Complaint Data Files	5 (or 3 after settlement)
Contracts with Customers	7 after expir- tion
Customer Orders - Originals	7 after expir- tion
Deliveries to Warehouse - Sales Forecasting Copies	1
Hard Goods Registrations	3
Information Memos - Price & Product Line	10
Information Memos - Other	Optional
Lab Memos - Sales Services	1
Mixture Record Cards	PERMANENT
Office Order Forms - Guide Sheets	1
Packaging Data - Price & Product	PERMANENT
Price Book Sheets - Pricing Copy	PERMANENT
Price Book Sheets - Other	Destroy as Revised
Mixture Price Control Sheets	PERMANENT
Price Memos - Work Papers	3
Product Files	PERMANENT
Product History Record Cards	PERMANENT
Records of Processed Film	7
Requests Misc. Shipping Orders	2
Sales Follow-up Files	7
Sales Forecasting Revisions	2
Sales Forecasting - Sales Inv. & Est.	2
Sales Recommendations - New Products	2
Sales Records - Customers by Products	15
Sales Records - Quarterly	3
Sales Records - Yearly	7
Sales Records - Monthly Comparative	3
Sales Reports - Comparative Work Sheets	1
Sales Statements - Monthly	3
Statements - Cost of Sales	3
Sample Orders - Originator Copy	Optional

(continued)

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<u>Title</u>	<u>Retention Period - Years</u>
Sample Orders - Sample Dept. Copy	5
Shipping Orders - Originals	7
Summary Cards - Sales Forecasting	3
Trade Statements	3
Travel Reports by Salesmen	2
Travel Reports by Branches	1
Government Specifications	Destroy as Revised
Tax Exemption Certificates	PERMANENT

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VI. PRODUCTION AND DISTRIBUTION

<u>Title</u>	<u>Retention Period - Years</u>
Bills of Lading - Traffic Copy	3 Plus Current
Daily Delivery Reports - Manifests	1
Dead Stock Memos	3
Distribution Memos - All locations	1
Mixture Formulae - Sales Service Copy	5
Mixture Formulae - Statistical Copy	3
Mixture Number Form Requests	3
Receiving Reports - Branch Sales Services	2
Receiving Reports - Sales Services	2
Returns from Sample Dept. Records	3
Shipping Receipts	7
Stock Record Cards	5
Stock Summary Cards	5
Withdrawals from Bonded Warehouses - Sales Service Copy	2
Coating Schedules	3
Work Orders	3
Instructions for Trail Coatings	2
Production Schedules	4
Quality Control Reports	4
Reprocessing & Waste Sheets	2
Product Requests - Packaging	5
Product Authorizations - Packaging	5

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VII. SUPPLIES AND RAW MATERIALS

<u>Title</u>	<u>Retention Period - Years</u>
Commodity File (Master Cards)	10
Purchase Order official copy - (see Vouchers Payable)	7
Customs Clearance Papers - Imports	3 after liqu tion
Import Calculation Slips	5
Import Custom House Ledgers	7
Price Comparison reports	3
Price Change Notification on Purchase Products - (See Vouchers Payable)	Current plus
Purchase Contracts - requiring, by Management Policy, the signature of a Corporate officer -	Permanent (i Centr Files
Purchase Orders - Purchasing Dept. Copy	3
Purchase Contracts (Purchasing Dept. Copy signed by respective Directors of Purchasing)	3
Purchase Req. Purchasing Copies	Current plus
Vendors Product Tests	3
Price Books	Optional
Receipts - Registered Mail & Expenses	3
Tariffs & Freight rates	5
Decisions on Import Duties	6
Freight Arrival Notices	1
Bills of Lading - Receiving Copy	1
Freight Bills - Receiving	1
Loss, Damage, Overcharge Claims with Vendors or Carriers	2 after settlement
Copy of Shipping Notice	3
Bill of Lading - Shipping Copy	5
Freight Statements	4
Import Entry File	3 after liquidation

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IX. CORRESPONDENCE*

<u>Title</u>	<u>Retention Period - Years</u>
Advertising-Agency Letters of agreement	7
Advertising-Agency invoices	3
Advertising-Agency correspondence	2
Advertising-Promotional materilas	PERMANENT
Advertising-Scrapbooks	PERMANENT
Building & Engineering Matters	7
Carrier's Traffic Dept.	7
Customers	7
Dealers & Manufacturers	7
Executive, Management & Confidential	7
Foreign Distributors	7
Governmental Agencies	7
Central Files	7
Chemical Correspondence - Purchasing	7
Mechanical Correspondence - Purchasing	7

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