

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1540	PAGE	1
RESPONSIBLE CARE		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
Codes of Management Practices Self Evaluation Summary Reports, Results, Graphs, Letters, and Trade Association Submission Forms		5		NP	
Responsible Care Self Evaluation Summary Documents		3		DC	
Detailed Self Evaluation Backup Documents if Unique to Responsible Care		3		DC	
Trade Association Implementation Manuals and Training Materials		Until superseded, annual review for obsolescence		#	
Internal Implementation Manuals and Training Materials		Until superseded, annual review for obsolescence		#	
Art, Copy Work, Pamphlets, Publications and Presentations Intended for Non-Proprietary Communication		Until superseded, annual review for obsolescence		NP	

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	DATE	PAGE
Preferred Storage RECORD NAME	Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION

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THE DOW CHEMICAL COMPANY

DO 006450

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1551	PAGE	1
RISK MANAGEMENT, CORPORATE		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
BONDS		1 after expiration	DC		
CERTIFICATE OF INSURANCE		1			
CLAIMS OR SUITS					
Closed Liability and Workers Compensation		25	DR		
Closed Property: <i>(excluding Cargo and Household Goods)</i>		10			
Cargo and Non-U.S. Household Goods		3			
U.S. Household Goods		1			
INSURABLE VALUES, LOCATION REPORTS		1	DR		
INSURABLE VALUES, OCEAN CARGO VALUE DECLARATIONS		1	DR		
INSURANCE MANUAL		Until superseded	DC		
INSURANCE POLICIES <i>(Original)</i>					
Fidelity/Crime <i>(beyond expiration and discovery period and all claims closed)</i>		3	DC		
Liability and Workers Compensation and related correspondence		99	DC		
Property <i>(beyond expiration and all claims closed)</i>		25	DC		
NOTE: If one policy encompasses more than one type of cover the coverage with the longest retention prevails					
INSURANCE POLICY LISTINGS <i>(Current and Expired Master Coverage List)</i>		50	DC		
LOSS INFORMATION					
Loss or payment information <u>not</u> related to retro premium payments		25	DR		
PREMIUM INFORMATION			DR		
Related to property premium payments		10			
Related to premium allocations		12			
Related to Liability and Workers Compensation premium payments		50			
PROPERTY INSURANCE			DR		
Inspection		1			
Boiler and Machinery Audit		1			
Sprinkler design and drawings		Life of building			
Pressure vessel Quality Assurance		5			
STATISTICAL INFORMATION AND DATA FOR ANALYSIS <i>(Insurance Value, premium payment and allocation and loss data)</i>		25	DR		

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		SECTION NUMBER	1551	PAGE	2
MAJOR FUNCTION		DATE			
RISK MANAGEMENT, CORPORATE		DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	

WRAP UP INSURANCE (<i>Contractor Worker Compensation Liability</i>)		NP
Claims and Suits	25	
Premium Payment	50	
Policies and Related Correspondence	99	

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1563	PAGE	1
SAFETY		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
BUSINESS DATA					
Activity Reports		2		DC	
Annual Report		10		NP	
Best Safety Performance Records		Until Superseded		NP	
Engineering Prints		Until Superseded		DC	
Requisitions		4		DC	
Safety Audits and Responses		Until Superseded, Max 3		DR	
FROM AREA					
Annual Reports		5		DR	
Area Guidelines/Standards		Until Superseded			
Area Special Reports to EH&S Committee		2		DC	
Audio Visuals		Until Superseded, Annual Review for obsolescence			
DAWC Wires		1		DR	
Safety Information Exchanges		1		DR	
Statistics, Quarterly (Safety and Motor Vehicle Accidents)		2		DR	
GENERAL					
Annual Report		10		NP	
Best Safety Performance Records		Until Superseded		NP	
Boiler and Machinery Audits		6		DC	
Injury/Illness Report		3		DC	
Loss Statistics		10		NP	
Motor Vehicle Accident Reports		1		DR	
OSHA Contested Citations and Related Documents		See Section 1001			
OSHA Forms No. 200 and 101 (or equivalent)		5		NP	

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MAJOR FUNCTION		SECTION NUMBER	1563	PAGE	2
SAFETY		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
OSHA Inspections		3	NP		
OSHA Star Certification and/or Recertification Documents		3	NP		
Safety Statistics					
Motor Vehicle Accident Annual Summary		5	DR		
Year End Numbers		5	DR		
Staff Meetings		1	DR		
Summary of Injuries and Illnesses, Motor Vehicle Accident Experience, and Contractor data reporting forms (<i>from divisions/depts</i>)		1	DR		
Training Records		See Section 9611	DC		
INTERNALLY GENERATED					
Annual Report Summary		10	DR		
Audio Visual Materials (<i>All Materials to include date</i>)		Until Superseded, Annual Review for obsolescence	DR		
Audits/Inspections		3	DC		
Communique		5	DR		
Guidelines		Until Superseded			
Motor Vehicle Accident, Quarterly (<i>Statistical</i>)		2	DR		
Safety Learning Experience - Computerized		3	DC		
Speeches		Until Superseded, Max 5	DR		
Statistical Report to EH&S Board committee, Quarterly		15	DC		
OTHER DOW PUBLICATIONS COLLECTED INTERNALLY					
Art and Copy Work		Until Superseded, Annual Review for obsolescence			
News Releases (<i>Dow Today, Point Is, Commercial Dialogue, etc.</i>)		1			
ORIGINATING DEPARTMENT					
Consolidated Audit Report		Latest 2, max 6			
Capital Project Reviews		4	DC		
Contractor Injury/Illness logs (<i>OSHA log data</i>)		5	NP		

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MAJOR FUNCTION		SECTION NUMBER	1563	PAGE	3
SAFETY		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	OWNING CODE	SECTION	
Contractor Safety Indoctrination Records		5			
Dow Work Injury/Illness Report (<i>Form C-47480</i>) (<i>Former Injury/Illness Reports</i>)(<i>Safety Incident Reports</i>)		5		DC	
Hazardous Materials Transportation Review (HMTR)		Life of Process + 3			
Motor Vehicle Accident Annual Summary		5		DR	
Operating Procedures					
Procedures		Until Superseded		DC	
Certification of Procedures		Current		DR	
Operator Training (<i>training, re-training, verification</i>)		Current		DR	
OSHA Citation:					
Location Copy		Until posting complete & citation closed			
Dow OSHA Clearinghouse (<i>Forward one copy</i>)		5			
Routine Safety Inspections (<i>safety inspections that occur more frequently than annually such as forklift, cranes, etc.</i>)		1			
Safe Work Permits (<i>includes confined space entry permits</i>)		7 days			
Safety Audits and Responses (<i>Findings, recommendations, actions</i>)		1		DR	
Safety Learning Experiences		1		DR	
Safety Inspection Reports		1			

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MAJOR FUNCTION		SECTION NUMBER	DATE	PAGE
Preferred Storage RECORD NAME	Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION

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DO 006456

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	DATE	PAGE
SECURITY		1721	DECEMBER 1997	1
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	OWNING CODE	SECTION

REPORTS

Annual Reports		25 then offer to an approved historical archive	DC
Corp/Area Quarterly		2	DC
Incident Summaries Statistical		3	DC
Security Technology Reports		Until Superseded	DR
Corp/Area Security & Internal Emergency Services Meeting Minutes (<i>information exchanges</i>)		2	DR
CONTINGENCY PLANS			
Crisis Management Plans		Current copy	DC
Social Unrest		Current copy	DC
Threat Response		Current copy	DC
Internal Emergency Response		Current copy	DR
Alarm System Files		Current copy	DC
Preventive Maintenance Records		1	
Special Projects			
Non-recurring		2	DC
Recurring		Current copy	DC
Reports, Other			
Ambulance		1	DR
Daily Security/Activity		1	DC
Fire/Explosion		5	DR
Threats (all)		5	DC
Investigations:			
Closed		3	DC
Open/Active		Duration of effect on Dow	DC
Security Log		3	DR
Material Release Documents (<i>B/L's, return orders, sample shipments, GSI, MSI or passouts</i>)		1	DR
Agreements, Plant Entry		Duration of effect on Dow or age 70 whichever is sooner	NP
Emergency Response Data		1	DC

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1721	PAGE	2
SECURITY		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
Emergency Response Sheets		Current copy	NP		
Emergency Response - Specific Incidents		1	DC		
Identification Records - Photo/Fingerprint (Dow Employees & Contractor Employees)		10 after last date of employment	DR		
Keep-Out Notice (advising a Dow facility not to admit a terminated or suspended employee)		2			
Secrecy Agreements		Expiration plus 4	DR		
Visitor Records:					
*Department or plant visitor log (all)		3			
*Plant Tour Visitors Log, non-Dow		3			
*Site Access Log		3			
*Visitor Pass		Record on visitor's log and destroy after visit			

*If any of the above contains a hold harmless or indemnity statement and signature, the retention is 40 years plus the current year.

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1761	PAGE	1
TAX DEPARTMENT		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
Advance pricing Agreements (<i>Tangible Property</i>) - Requests Related Documents Annual Reports		10			
Advance Pricing Agreements (<i>Tangible Property</i>)		Life of Company plus 3			
ALLOCATION OF FEDERAL INCOME TAX		Life of Company plus 3	DC		
COMPANY DATABOOK FILES		Life of Company plus 3	DC		
1. Form 959					
2. Form 5471 Schedule 0					
3. Supporting Workpapers					
DOMESTIC COMPANY INVESTMENT RECORDS		Life of Company plus 3	DC		
1. Investment Subledgers					
2. Tax Basis Adjustment Workpapers					
Dow Chemical International Inc. (DISC (Domestic International Sales Corp))			DC		
Tax Returns and Schedules 1 and 2		Life of Company plus 3			
Tax Return Workpapers		10			
Estimated Tax Payments		10	DC		
Excise Tax Returns and Workpapers		10	DC		
Federal Tax Audits		Life of Company plus 3	DC		
1. Revenue Agents Report (RAR)					
2. Protest					
3. Appeals					
4. Litigation					
5. Subpart F Income and Dividend Workpapers Per Audit					
6. Foreign Tax Credit Workpapers					
7. Pre-1987 IDRs (Information Document Request) and Form 5701 (<i>Does not include replies</i>)					
8. Post-1986 IDRs (Information Document Request) and Form 5701 (<i>Questions and replies</i>)					
Federal Tax Audits		10			
Workpapers not listed as Life of Company plus 3					
Federal Tax Return - Form 1120		Life of Company plus 3	DC		

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1761	PAGE	2
TAX DEPARTMENT		DATE		DECEMBER 1997	
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	OWNING CODE	SECTION	
Federal Tax Return - Form 1120 Workpapers Smities Report (pre-1990) DTMS (Domestic Tax Management System) Report (post-1989) Financial Schedules - only Schedule 1 - Balance Sheet Schedule 2 - Income Statement Schedule 3 - Trial Balance Schedule 1-4 - Investment Schedule 1-6 - Investment Schedule 1-11 - Investment Schedule 2-9 - Dividends Received All Financial Schedules for Dorinco Form 1118 and Schedule C Form 1120 Workpapers Subpart F Income Workpapers Minimum Distributions ITMS (International Tax Management System) Reports - A&A, 904 LIFO (Last-In, First-Out) Workpapers		Life of Company plus 3	DC		
Federal Tax Return - Form 1120 Workpapers All Workpapers Not Listed As Life of Company plus 3 Includes Year-End Accrual		10	DC		
Foreign Company Folders - Only the Following Financial Statements - Only Schedule 1 - Balance Sheet Schedule 2 - Income Statement Schedule 3 - Trial Balance Schedule 1-4 - Investment Schedule 1-6 - Investment Schedule 1-11 - Investment Schedule 2-9 - Dividends Received Form 3646 and Form 2952 or Form 5471 E&P (Earnings & Profits) Adjustment Workpapers E&P (Earnings & Profits) Worksheets FTMS (Foreign Tax Management System) Reports (E&P, FM5471) ITMS (International Tax Management System) Reports (SEC900)		Life of Company plus 3	DC		
Foreign Company Investment Records Investment Subledgers Tax Basis Workpapers		Life of Company plus 3	DC		

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1761	PAGE	3
TAX DEPARTMENT		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
Foreign Sales Corporation (FSC) Tax Returns - Form 1120 FSC Dow Chemical International B.V. Essex Chemical International Sales Corp. Filmtex FSC, Ltd. Merrell Export B.V.		Life of Company plus 3	DC		
Foreign Sales Corporation (FSC) Workpapers Schedules 1, 2 and 1-12 only		Life of Company plus 3	DC		
Foreign Sales Corporation (FSC) Tax Return Workpapers Not Listed as Life of Company plus 3		10			
Foreign Tax Returns and Receipts Domestic and Foreign Subsidiaries		Life of Company plus 3	DC		
Information Returns - Foreign Area Tax Department File Copy Form 5471		1		DC	
PAC (Political Action Committee) Tax Returns - Form 1120 - POL and Workpapers		7		DC	
Partnership Tax Returns - Form 1065		Life of Company plus 3	DC		
Partnership Tax Return Workpapers		10		DC	
Payroll Taxes, Federal		6		DC	
Payroll Taxes, State and Local		6		DC	
Pension/Welfare Plans Determination Letters Pension/Welfare Benefit Plan Ruling Requests - Form 5310		Life of Company plus 3	DC		
Quarterly Accrual Includes Tax on Undistributed Earnings (APB 23)		5		DC	
Ruling Requests - Other than Pension Private Letter Rulings (<i>Request and Response</i>) Accounting Method Changes (<i>Request and Response</i>)		Life of Company plus 3	DC		
Smiles - Federal (<i>Computer Tapes</i>)		10			
State and Local Audit Reports and Workpapers Property Tax Sales and Use Tax		7			

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1761	PAGE	4
TAX DEPARTMENT		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
State and Local Income Tax Returns		10		DC	
State and Local Tax Returns		7		DR	
Annual Reports					
Business Licenses					
Escheat Taxes					
Miscellaneous Excise Taxes					
Motor Fuel Taxes					
Property Taxes					
Railcar Taxes					
Sales and Use Taxes					
Severance Taxes					
State and Local Tax Source Data		7		DR	
Appraisal Reports					
Directories or Special Reports					
Inventory Reports					
Property Ledgers					
Tax Projections (Profit Plan)		2		DC	
Tax Research Files (Legislation Bills, Analysis, Studies)		As long as useful. Annual review to keep current.			
Tax Returns, Miscellaneous		10		DC	
Form 5500					
Form 990					
Tax Systems Backups (<i>System Software and Data Backups</i>)		10			
- Federal Price Waterhouse					
DTMS (Domestic Tax Management System)					
FAMS (Fixed Asset Management System)					
FTMS (Foreign Tax Management System) (E&P (Earnings & Profits), FM5471)					
ITMS (International Tax Management Systems) (A&A, 904, SEC900, FM1118, MAXIFSC)					
Forms related to all above					
Tax systems Backups (<i>Systems Software and Data Backups</i>) -					
FSL Payroll System		6			
Partnerships and Non-Consolidated Corporations & Entities		10			
CCH Computax Prosystems FX					
State and Local; Income Price Waterhouse		15			
STMS (State Tax Management System)					
Forms related to above					
Tax Systems Backups - State and Local: Property		10			
TPS (Property Tax Processing System, a.k.a. CTPS)					

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DO 006462

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1761	PAGE	5
TAX DEPARTMENT		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	OWNING CODE	SECTION	

U.S. Federal Tax Return and Financial Statements (*IRS Copy Only*)

3

DC

U.S. Federal Tax Returns

Domestic Company Folders

Foreign Company Folders

DTMS (Domestic Tax Management System) Reports

Annual Meeting Notice

List of Internal Audit Reports

Form 10-K

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	DATE	PAGE
Preferred Storage	Media	CURRENT YEAR PLUS TOTAL	OWNING	
RECORD NAME		RETENTION IN YEARS	CODE	SECTION

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1781	PAGE	1
TECHNOLOGY CENTERS		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	

ACTIVITY REPORTS

Annual Review Follow-Up Report		5		DC
Technology Center Budgets		2		DC
Cost Reports		5		DC
Internal Quality Report	M	3		DC
Performance Reports, Worldwide	M	5		DC
Area/Global Technical Review or Producers Conference Reports (<i>Dow</i>)	M	25		DC
Outlying Plants, Monthly Reports		5		DC

TECHNOLOGY CENTER

Agreements, Technical - between Dow and jointly owned companies		Until superseded or 6 after termination		DC
Brine Technology - Summary of Analyses, Ludington		Life of facility		DC
Documentation		Until superseded, Max 3		
Licensing (<i>Dow technology to other, or others' technology to Dow</i>) Studies, agreements, etc.		Until superseded or 6 after termination		DC
Management of Change		Until changed		
Secrecy agreements between Dow and other companies		Until superseded or 6 after termination		DC
Quarterly/Annual Report	M	5		DC
Newsletter	M	5		DC
"Product Studies" of Technology Center's product, by Economic Evaluation		Current + 1		DC
Presentations (<i>Technical</i>)	M	20 or until published in report/guidelines		DC
Progress Report	M	3		DC

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1781	PAGE	2
TECHNOLOGY CENTERS		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
TECHNOLOGY CENTER - Cont.					
Quality Summary Reports	M	Until next audit is complete	DC		
ILU Data		4	DC		
Plant - Survey Results & Reports		Until superseded	DC		
Operations or Engineering Conferences	M	5	DC		
Objectives, Goals, Plans	M	5	DC		
Technical Bulletins		10	DC		
PLANT AUDITS OR TECHNICAL REVIEWS					
All Audit Checklists/Formats		Current and most recent previous	DC		
Ecology Audit Report and Follow-up		3	DC		
Industrial Hygiene Reports		3	DC		
Operating Plant Audit Report and Follow-Up		5	DC		
Plant/Terminal Quality Audit Reports		5	DC		
Pre-Start Up Audit Reports	M	5	DC		
FDA Inspections		5	DC		
Anal. Data Supporting Audit of Product Properties		5	DC		
COMPETITION					
Names and Capacities	M	Until superseded	DC		
Cost and Capital Estimates	M	Until superseded	DC		
Patents		Until superseded	DC		
Process Information	M	Until superseded	DC		
Product Quality	M	Until superseded	DC		

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MAJOR FUNCTION		SECTION NUMBER	1781	PAGE	3
TECHNOLOGY CENTERS		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	OWNING CODE	SECTION	

CORRESPONDENCE (*Telexes, Letters, Telephone Notes, etc.*)

Correspondence related to Non-Technical Matters		3		DC
Correspondence related to Technical Matters on plant equipment such as Inquiry, Cost Information, etc.		20 or until published as technical memo/report/guidelines		DC
Correspondence on transient problems which are solved on a one time basis		4		DC
Correspondence on continuing basic plant problems such as gel, color, impurities, etc.		20 or until published in report/guidelines		DC
Correspondence related to customer complaints or quality problems which are solved		4		DC
Correspondence on plant design bases		20		DC
Correspondence on Producer Meetings, Quality Audits, Technology Audits and other Plant Visits		4		DC
Correspondence related to Raw Materials, vendor letters, MSD sheets	M	Until superseded		DC
Other routine correspondence		As long as useful, Max 3		DC
Plant Qualification Letters	M	5		DC

MANUALS AND BULLETINS (*Dow Publications*)

Analytical Test Methods/Manual		Until superseded at all sites		DC
Design, Engineering and Operating Guidelines	M	Until superseded		DC
Drum Specifications		Until superseded		DC
Industrial Health Guide Manual		Until superseded		DC
Hazardous Chemical Data Manual		Until superseded		DC
Loss Prevention Guidelines	M	Until superseded		DC
Loss Prevention Principles		Until superseded		DC

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MAJOR FUNCTION		DATE		
TECHNOLOGY CENTERS		DECEMBER 1997		
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION

MANUALS AND BULLETINS (*Dow Publications*) - Cont.

Manufacturing and Sales Specifications		Current + 2 prior	DC
Canceled Specifications		10	DC
Material Safety Data Sheets	M	Until superseded	DC
Operating Manuals		Until superseded	DC
Operating Discipline Manual and Materials			
Operating Discipline Standard Master File			
Procedure, Process or Policy		Life of facility	
Product Manual (<i>Physical Properties, Equipment Design, Safe Handling Procedures</i>)	M	Until superseded	DC
Product Sales Bulletins		6	DC
Quality Assurance Manual		Until superseded	DC
Raw Materials Specifications		Current + 2 prior	DC
Packaging Specifications		Current + 2 prior	DC
Safety Incident and Reactive Chemical Information		Until superseded	
Specifications Manual and Sales Raw Materials Packaging Equipment		Until superseded	
Safety Incident Manual	M	Until superseded	DC
Technology Center Policy Manual	M	Until superseded	DC
Training Program Manual	M	Until superseded, Max 10	DC
Transportation Emergency Manual		Until superseded	DC

M = Master

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THE DOW CHEMICAL COMPANY

DO 006468

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1781	PAGE	5
TECHNOLOGY CENTERS		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	

PHYSICAL PROPERTIES

Products	M	Until superseded	DC
Raw Materials	M	Until superseded	DC
Standards	M	Until superseded	DC
Wastes	M	Until superseded	DC

PROJECTS OR PLANTS

Authorization Package and Justification		15	DC
Technology Center Support Letter (*Authorization Package and Justification*)	M	15	DC
Correspondence on design details not covered in design Notes and calculations	M	25	DC
Cost and Capital Estimates		25	DC
Design Notes and Calculations	M	25	DC
Economic Studies		10	DC
Equipment Specifications	M	Life of facility	DC
Exited Businesses: (Note: This schedule does not pertain to records with a retention specified elsewhere in the Manual.)		As long as useful, max 10. Review annually beginning 5 years after exiting the business.	
General Correspondence	M	3	DC
General Design Information (Not pertaining to a specific plant or project)		Until superseded or as long as useful	DC
Index Flowsheets		Until superseded	DC
Material and Energy Balance Flowsheets		Until superseded	DC
P & IDs		Until superseded	DC

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1781	PAGE	6
TECHNOLOGY CENTERS		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	

PROJECTS OR PLANTS - CONT.

Monthly Project Report	M	5		DC
Plant Photographs		Life of facility		DC
Capital Project Summary Report (Closing Reports)	M	25		DC
F&E Index, CE Index and MPPD calculations for all locations (<i>manual, guidelines and calculations</i>)		Until superseded		DC
Chemistry Process and Product		Until superseded		DC
Training files on Foreign Trainees		5 after completion in U.S.		DC
Training Guidelines and Checklists		Until superseded		DC

RESEARCH AND DEVELOPMENT

CRI Index		Until superseded		DC
Copies of CRI Reports		As long as useful, Max 25		DC
Reports				
Plant (<i>Letter</i>) Reports on Evaluation, Product Development, Scale up Experiments, Incident Investigations, etc.		5		DC
Progress Reports		5		DC
Final Reports		Until superseded, Max 25		DC
Research/Developmental Support Data (<i>R&D or Plant Scale</i>)		5		DC
Technical Reviews with Tech Center Administration		10		DC
Tech Center Reports (<i>Technical</i>)		25		DC
Individual Reactor Batch Unit Operations or Process Data		15		DC

SAFETY RECORDS

See Section 1563

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THE DOW CHEMICAL COMPANY

DO 006470

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1781	PAGE	7
TECHNOLOGY CENTERS			DATE DECEMBER 1997		
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS		OWNING CODE	SECTION
STATISTICAL DATA RECORDS					
Capital	M	10		DC	
Costs	M	10		DC	
Ecology, yearly summary of overall progress	M	25		DC	
Energy, yearly summary of overall progress	M	25		DC	
Operating Margin	M	5		DC	
Production	M	10		DC	
Quality, yearly summary of overall progress	M	15		DC	
Safety, yearly summary of overall progress	M	40		DC	
Yield, Unit Ratios, yearly summary of overall progress	M	25		DC	
MISCELLANEOUS					
Information released to Regulatory Agencies		15		DC	
Meeting Notes	M	As long as useful, Max 4		DC	
TECHNOLOGY EXCHANGE OF INFORMATION		12 from date of signing agreement		DC	
Pertains to a sold business or a dissolution of a joint venture.					

NOTE:

(1) PROCESSES AND PRODUCTS NOT COVERED BY TECHNOLOGY CENTERS

Records retention responsibility for information normally kept by Technology Centers shall reside with the Major Manager at the appropriate producing location, or his designee.

(2) All electronically-stored items will also conform to this record-retention guidelines. The official Company record copy should not be the "floppy disk" copy.

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	DATE	PAGE
Preferred Storage RECORD NAME	Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION

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DOW RECORDS RETENTION SCHEDULE

SECTION NUMBER		1781A	PAGE	1
MAJOR FUNCTION		DATE		
ENVIRONMENTAL TECHNOLOGY CENTER - (ENVTC)		DECEMBER 1997		
Preferred Storage	Media	CURRENT YEAR PLUS TOTAL	CODE	OWNING SECTION
RECORD NAME		RETENTION IN YEARS		

ADMINISTRATION (Environmental Technology Center - ENVTC)

Administrative newsletters	2	DC
Cost reports	5	DC
Petty cash records	5	DR
Requisitions	Destroy when purchase order received	NP

WORK PRODUCTS

Comments prepared for regulatory agencies (direct or via other organizations)	15	NP
Design, operating and procedural guidelines	Until superseded, Max 10	DC
Newsletters	5	DC
Objectives, goals and plans	2	DC
Quarterly Performance	5	DC
Comparison Reports	25	
Technical Memos	Until superseded, Max 10 See Section 1781	DC
Technical Reports	25	DC
Training programs and materials	Until superseded, Max 10	DC
Waste survey summaries (annual)	5	DC

DOW PLANT, SITE AND PROJECT INFORMATION

Activity reports to ENVTC	5	DC
Authorization packages and justification	15	DC
Chemistry of plant/process	Until superseded	DC
Cost and capital estimates	25	DC
Design Notes, calculations, and drawings	25	DC

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THE DOW CHEMICAL COMPANY

DO 006473

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	DATE	PAGE
ENVIRONMENTAL TECHNOLOGY CENTER - (ENVTC)		1781A	DECEMBER 1997	2
Preferred Storage RECORD NAME	Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION
Environmental assessment reports				
Operating facilities		Until superseded	DCT	
Acquisitions		See Section 531	DCT	
Divestitures		See Section 531	DCT	
Environmental impact statements (baseline studies)		Permanent	NP	
Equipment specifications and drawings		Life of facility or equipment	DC	
Economic studies		10	DC	
F&E Index and MPPD calculations (manual, guidelines and calc.)		Until superseded	DC	
Flow sheets		Until superseded	DC	
General design information (not pertaining to a specific plant or project)		Until superseded or as long as useful	DC	
General site information		Until superseded or divested, Max 5	DC	
Hydrogeological data and reports		Life of land ownership or interest + 4 (see Section 841)		
Incineration test burn information		5 after ceasing operation of equipment	DC	
Industrial hygiene reports		3	DC	
Material and energy balances		Until superseded	DC	
Operating manuals		Until superseded, Max 5	DC	
Performance reports to ENVTC		5	DC	
Photographs				
plant and equipment		Life of facility	DC	
people and general		As long as useful	NP	
P&IDs		Until superseded, Max 5	DC	
Project reports		5	DC	
Project summary reports (closing reports)		25	DC	

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1781A	PAGE	3
ENVIRONMENTAL TECHNOLOGY CENTER - (ENVTC)			DATE DECEMBER 1997		
Preferred Storage RECORD NAME	Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
Project support letters		15	DC		
Training files on foreign trainees		5 after completion in U.S.	DC		
Waste characteristics data (if part of design basis)		Life of facility or equipment	DC		
Waste survey to ENVTC		5	DC		
<u>FORMAL REVIEWS, SITE VISITS, AUDITS AND INVESTIGATIONS</u>					
Checklists/formats for environmental, technology and other reviews		Until superseded	DC		
Environmental review reports and follow-up (Dow sites)		3	DC		
Prestart-up review reports and follow-up		5	DC		
Project and Program review reports and follow-up		5	DC		
Technology review reports and follow-up		5	DC		
Waste contractor evaluation/audit reports		3	DC		
<u>MEETINGS AND CONFERENCES</u>					
Global and Area environmental meeting books and minutes (Non-technical presentations)		5	DC		
Operations and engineering conference minutes (GWRT, GWEC, LOPT, etc.)		5	DC		
T/C Administration meeting books (Non- technical presentations)		5	DC		
Other published meeting minutes		4	DC		
<u>CORRESPONDENCE</u>					
Re: Continuing plant problems		20 or until published in progress reports	DC		
Comments and preliminary recommendations on projects, programs and operations		4 or until published as part of formal review report	DC		
Re: Design details not covered in design notes and calculations		25	DC		

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THE DOW CHEMICAL COMPANY

DO 006475

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1781A	PAGE	4
ENVIRONMENTAL TECHNOLOGY CENTER - (ENVTC)			DATE DECEMBER 1997		
Preferred Storage RECORD NAME	Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
General correspondence		3		DC	
Re: Non-technical matters		As long as useful, Max 3		DC	
Other routine correspondence		As long as useful, Max 3		DC	
Re: Transient/short-term plant problems which are solved on one-time basis		4		DC	
<u>RESEARCH & DEVELOPMENT AND TECHNOLOGY TRANSFER</u>					
Copies of CRI reports		As long as useful, Max 25		DC	
R&D reports - completed		15		DC	
Licensing agreements, studies, etc. (Dow technology to others, or others' technology to Dow)		Until superseded or 6 years after termination		DC	
R&D progress reports		5		DC	
R&D support data (R&D or plant scale)		5		DC	
Secrecy agreements between Dow and other companies		Until superseded or 6 after termination		DC	
Technical agreements between Dow and jointly owned companies		Until superseded or 6 after termination		DC	
<u>COMPETITIVE AND COMPARATIVE TECHNOLOGY INFORMATION</u>					
Cost and capital estimates		As long as useful or until superseded		DC	
Literature surveys related to technology		As long as useful or until superseded		DC	
Names and capacities		As long as useful or until superseded		DC	
Patents		As long as useful or until superseded		DC	
Process information		As long as useful or until superseded		DC	
Site visit reports		As long as useful		DC	

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THE DOW CHEMICAL COMPANY

DO 006476

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1781A	PAGE	5
ENVIRONMENTAL TECHNOLOGY CENTER - (ENVTC)		DATE DECEMBER 1997			
Preferred Storage RECORD NAME	Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	

DOW BULLETINS, MANUALS AND MISC. INFORMATION

Analytical test methods and manuals	Until superseded at all sites	DC
Manuals (Hazardous Chemicals, Industrial Hygiene, Product, Product Stewardship, Quality Assurance, Reactive Chemicals, Safety, Transportation, etc.)	Until superseded	DC
Material, product & packaging lists and specifications	Until superseded	DC
Material Safety Data Sheets	Until superseded - M	DC
Technology Center Administration Policy Manual	Until superseded	DC

SAFETY RECORDS

See Section 1563

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DO 006477

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	DATE	PAGE
Preferred Storage RECORD NAME	Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION

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DO 006478

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1795	PAGE	1
TRADEMARKS		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	OWNING CODE	SECTION	
Analysis of Product Sales Abroad (<i>By Country</i>)		10	DR		
Case Folders on Common Names, Backup Detail		5	#		
Case Folders on Registered Trademarks (<i>US & Foreign</i>) (<i>Culled yearly for correspondence over 5 years</i>)		5 after expiration	#		
Certificates of Registration of Trademarks (<i>US & Foreign</i>)		5 after expiration	NP		
Certificates of Registration of Copyrights (<i>US</i>)/ Copyright Case Folders/Copyright Transfers		Expiration of copyright or when abandoned by Dow, whichever is sooner	NP		
Chronological Reading File		1	#		
Computer Summaries of Trademarks (<i>lapsed marks</i>)		5	NP		
Copies of Debits from Associates, related correspondence		2	DC		
Copyright Index by Title, Subject, Form No.		1 beyond expiration or abandonment of copyright	NP		
Copyright Assignments		5	NP		
Foreign General Trademark Cases - Correspondence		5	#		
Job Folders - Closed after 1 year of inactivity On closing, records that would have value are transferred to: Case Folders on Trademarks (<i>US and Foreign</i>) Trademark Agreements (<i>US and Foreign</i>)			#		
Search Reports, Domestic and Foreign Filed/adopted (<i>filed in search report binders</i>) Not filed/not adopted		As long as useful, Max 5 Discarded (<i>when relevant job folder culled/closed</i>)	DC		
Trademark Agreements (<i>other than licenses</i>) (<i>Entire file retained except for short-term documents</i>)		5 after termination of corresponding registration or application	DR		

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DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1795	PAGE	2
TRADEMARKS		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
Trademark Assignments - Inbound/Outbound		5 after effective assignment date		DR	
Trademark Licenses (US and Foreign) (Entire file retained except for short-term documents)		5 beyond termination of agreement		DR	
Trademark Policing Letters (STYROFOAM)		5		#	

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THE DOW CHEMICAL COMPANY

DO 006480

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1831	PAGE	1
HEALTH PROMOTION		DATE		DECEMBER 1997	
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	OWNING CODE	SECTION	
Annual Report		10	DC		
Blood Pressure Files		30 after termination	DC		
Commercial Products Information		Non-Dow, department discretion	DC		
Consultation Files		3	DC		
CSI Reports		2	DC		
Evaluation Studies		10	DC		
Fitness Facility Membership Files		4	DC		
General Fitness Assessment Files		30 after termination	DC		
Health History Questionnaire		30 after termination	DC		
Health Risk Appraisals		30 after termination	DC		
Incident Reports and Treatment Records					
One-time first aid treatment for minor scratches, splinters and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job		1	DC		
Other incidents:					
Retention of Up-With-Life copy, if a copy has been sent to Medical Department		1	DC		
If a copy has not been sent to Medical Department		30 after termination	DC		
Location Files		3	DC		
Packaged Programs		5	DC		
Participation Data File		4	DC		
Program Content		As long as useful, annual review	DC		
Proposals		3	DC		
Publications, Internal		10	DC		
Quarterly Reports		5	DC		

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DO 006481

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1831	PAGE	2
HEALTH PROMOTION		DATE DECEMBER 1997			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS	CODE	OWNING SECTION	
Smoking Cessation Files		5		DC	
Special Project Files		5		DC	
Trip Reports		3		DC	
Weight Management Files		30 after termination		DC	

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DO 006482

Introduction, Policy Statement and Objectives

Purpose	This standard establishes a program for Vital Records. It describes methods for identifying and protecting these records, and making them readily available for emergency operation and disaster recovery.
Issued By	Records Management
Responsibility	The Vital Records Program is established by the Dow Records Management Committee. In identifying vital records, the committee works with representatives of the Dow functions responsible for the records. Each Dow function has the responsibility to identify which, if any, of its records are vital and to achieve compliance with these policies.
Application	This standard is policy to all functions and organizations of The Dow Chemical Company (Dow).
Policy Statement	A copy of each vital record should be maintained at the Vital Records Center (9011 Building, Midland).
Objectives	- define Vital Records - assign program responsibility - identify potential hazards - analyze and classify vital records - designate appropriate protection methods - select appropriate vital records storage facility or facilities - develop operation procedures - audit and test program procedures

Definitions, Hazards and Classification

**Vital Records
Definition**

Vital Records are those records essential to the continued functioning of Dow during and after an emergency, and those records which protect the rights and interest of Dow and its employees, stockholders, customer and the public.

**Vital Records
Program
Definition**

A program for identifying, protecting, and preserving vital records to assure that the information is available even if the original record is destroyed before the end of its scheduled retention period.

**Potential
Hazards**

Environment - Tomadoes, electrical storms and heavy snowfall.

**Classification of
vital records**

Operational or functional records/systems - those without which Dow would collapse, unable to function. Such systems would include general ledger and production systems, licenses to operate and project drawings.

Costly records systems - those that may be of secondary importance but that, if lost, the time and money necessary to replace them would alone constitute a disaster.

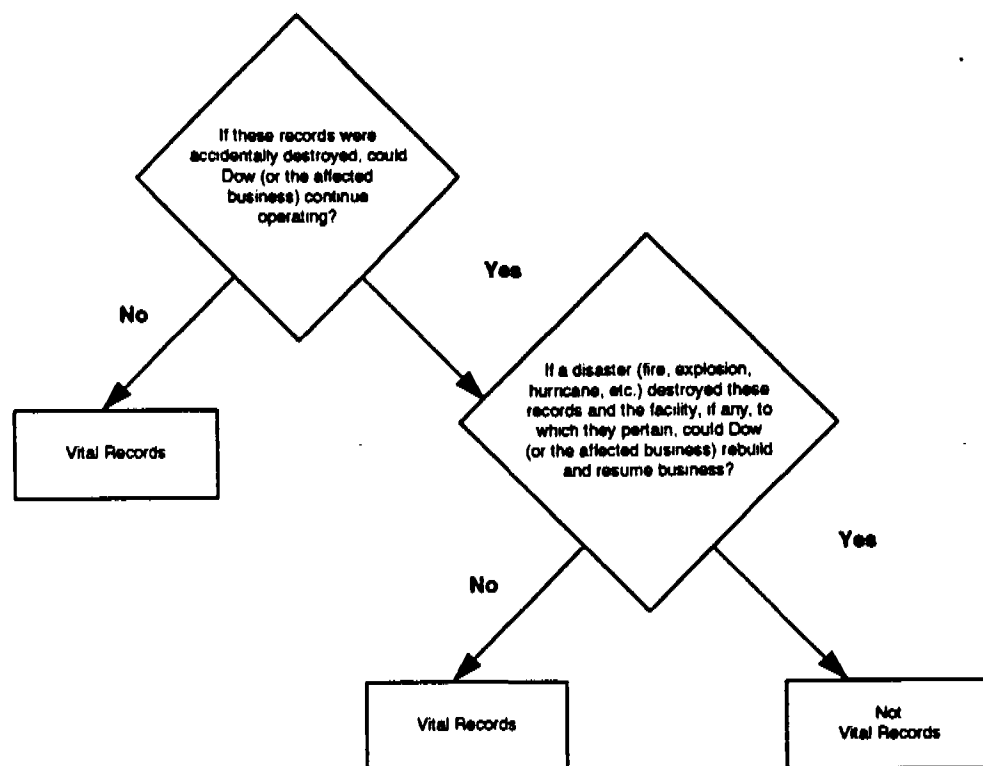
Legal records/systems - those which are necessary for the organization to operate legally, to protect itself or individuals, or which if lost would leave Dow open to crippling litigation.

Emergency records/systems - those which are not vital except in the case of an emergency.

NOTE: Only a small portion - roughly two to six percent - of an organization's records can be legitimately classified as "Vital".

Process for Identifying Vital Records

Process for Identifying Vital Records



Method of Identifying, Guide for Selecting, and Protection Methods

Methods of Identifying Vital Records

There are three principal methods of identifying Vital Records:

Functional Analysis - Determine what information must be available to operate or reconstruct the selected business.

Decide the information requirements on the basis of conditions and operations following a disaster, not merely today's normal operating conditions.

Assume someone else must use the records and reconstruct the operations without your knowledge or experience.

Physical Inventory of Records - A physical inventory of records may help identify vital records and may also provide additional information:

1. The purpose of the record
2. Physical volume and description of the record
3. The storage media
4. The access frequency
5. The rate at which records are created and accumulated
6. Where they originate, and where duplicates reside.

Questionnaire - A questionnaire may be distributed to identify the same types of information as the physical inventory. The questionnaires are then reviewed and analyzed by the Dow business or function to identify possible vital records.

Guide for Selecting Vital Records

- A. Which functions must be reconstructed following a disaster?
 - B. What information on assets of the company and stockholders' ownership are to be protected?
 - C. What information is needed?
 - D. What records contain this information?
 - E. Are there other records being protected which also have the information?
-

Protection Methods

Storage at the Vital Records Center - A copy of all vital records should be kept at 9011 building, Midland. This is a temperature and humidity controlled building.

Dispersal - The least expensive method is built in or routine dispersal of vital records.

Duplication - Duplication is an effective protection method where conditions for dispersal do not exist.

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Operating Procedures, Update and Disposal and the Recovery of Records

Operating Procedures

Transfer Instructions - All records sent to storage must be accompanied by a completed Records Center Transfer Form. Unless impractical, a duplicate of the vital record, rather than the original, should be sent to the Vital Records Center.

Retrieval Instructions - Vital record copies should be retrieved only when operational records have been destroyed due to disaster. Records are requested via memorandum or telephone to the Records Center Supervisor. A copy of the original will be generated or a hard copy will be produced.

Update and Disposal of Records

The vital information protected in storage should be current at all times. Resumption of operations, as well as protection of assets, depends on having the latest information. Update each vital record by sending a copy of the latest issue of the record as soon as it is made.

Recovery of Records From the Vital Records Center

In the event of a disaster, contact the following:

	Work	Home
Don Fillmore	517-636-9431	517-687-2931
Larry Bowling	517-636-0478	517-835-9786

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<u>VITAL RECORDS</u>		
Function	Section #	Retention Schedule
ACCOUNTING	501	
General Ledger		Microfilm annually and forward to Vital Records Center. Retention 25 years.
Subledger Cost Sheet		Microfilm/Microfiche copy - Send to Vital Records Center - Retention 10 years
ENGINEERING	825, 841, 851	
Engineering Drawings, Specifications and Calculations specific to the job, Division Plans for the Design		Store one copy at Vital Records Center for life of plant or equipment plus four years.
Maps (Division)		Store one copy at Vital Records Center for life of plant or facility plus four years.
Pressure Vessel Records, Unfired (Michigan Division)		Send one copy to Vital Records Center.
Purchase Orders and Supporting Documents for Fabricated and Special Designed Equipment		Store one copy at Vital Records Center for life of plant or equipment plus four years.
Soil Boring Reports, Pile Report and Hydrogeological Reports		Life of Land Ownership
EXECUTIVE	901	
Corporate Board of Director Meeting Minutes		Store one copy at Vital Records Center. Retain until 5 years after dissolution of the Company.
Corporate Executive Committee Minutes		Store one copy at Vital Records Center. Retain until 5 years after dissolution of the Company.
FINANCIAL - CORPORATE TREASURY	913	
Operational Systems Backup Tapes		Send one copy to the Vital Records Center
GAS/SPEC TECHNOLOGY GROUP	931	
Data Books		Vital Record - 50 Years
Research and Technical Reports		Vital Record - 50 Years
HUMAN RESOURCES - PERSONNEL RECORDS	961F	
Personnel Lists - Dow Unit Copy		Store one copy off site, retain until superseded.
Personnel Master Number Book		Send microfilm copy to Vital Records Center - Permanent Retention
HUMAN RESOURCES - RETIREMENT	961H	
Member Pension Data and Status		Send copy to Vital Records Center.

Vital Records Program

2101

Function	Section #	Retention Schedule
INFORMATION SYSTEMS Magnetic Media in custody of IS *A copy of designated Vital Records stored off-site	975	*Client data retention is set by the client
PAYROLL Employee Master File	1171	Send copy to Vital Records Center each pay period. Retain until superseded.
QUALITY ASSURANCE - CORPORATE QA Computer Systems Magnetic Media	1461	Current data plus 1, store copy off-site.
RESEARCH AND DEVELOPMENT Data Books	1501B	Send one copy to Vital Records Center. Retain Data Books closed out prior to 1-1- 1957 25 years, after 1-1-1957 retention is 75 years.
TOXICOLOGY - H&ES INFORMATION SYSTEMS Reports - animal studies and human studies	1502D	75 years

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