
STANDARD RECORD RETENTION SCHEDULE

SECTION I

OF THE

RECORDS MANAGEMENT MANUAL



Office of the Corporate Secretary

November 1970

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MONSANTO COMPANY

RECORDS MANAGEMENT MANUAL

This manual has been prepared by the Office of the Corporate Secretary to implement the policy statement entitled "Records Management," page D-II-2 of the Monsanto Management Guide.

The manual is to be freely available to all personnel of the worldwide Monsanto family group who have a need to know or to use the contained information. It is not to be made available outside of the Monsanto organization without authorization of this office.

Requests for assistance in the interpretation or application of the described practices should be directed to the Office of the Corporate Secretary.

E. J. Putzell, Jr.
Vice President and
Secretary

November, 1970

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**MONSANTO COMPANY
STANDARD RECORD RETENTION SCHEDULE**

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STANDARD RECORD RETENTION SCHEDULE

INTRODUCTION

This Monsanto Company Standard Record Retention Schedule establishes the time periods for retaining records regardless of their form or their location.

This standard supersedes all previous record retention schedules.

This standard is to assure adequate retention of necessary records, and prompt destruction of overage records with resultant saving in space, equipment, and manpower.

Division and central department management shall be responsible for conformance with this standard.

Division and central department management shall continually observe the adequacy of this standard for specific circumstances and bring inadequacies to the attention of the Office of the Corporate Secretary of Monsanto Company. Any modification of, or deviation from, this standard must be approved by the Office of the Corporate Secretary.

The Office of the Corporate Secretary may defer the disposal of any record, or records, when longer retention is deemed advisable.

PRACTICE

1. Local Schedules

Divisions and central departments will modify, or establish, record retention schedules at all company locations in accordance with this standard. Local schedules will identify specific records in keeping with operational terminology, or coding practices, fully informative to the involved personnel, but will adhere to the retention time specified in this standard for the pertinent record category.

2. Additions to Standard Schedule

In the event a division or central department has records, or develops records, for which there is no applicable category in the standard schedule, the Office of the Corporate Secretary should be advised. If a retention time longer than current year plus one is necessary, reasons for longer retention must be presented with a request for the extended retention.

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3. Deviations from Standard Schedule

Division general managers and central department directors may request permission of the Office of the Corporate Secretary to Deviate from this standard for records under their jurisdiction. The request must be accompanied by a statement of the pertinent reasons for deviation.

4. Certification

During the month of January each year, division general managers and central department directors will certify to the Corporate Secretary that retention schedules cover all accumulated records and the retention times conform to this standard.

5. Office vs. Record Center Retention

This standard specifies only the total retention time for records. The time may be divided between "office" and generally less expensive "record center" storage, in keeping with local circumstances and requirements, with a view of achieving optimum - filing, storage, retrieval, security, and disposal - costs.

6. Security of Records

This standard is concerned only with the retention time for records. It does not alter in any way security requirements which control record origination, transmittal, or storage.

7. Multiple Purpose Records

In the event an individual record is pertinent and relevant to more than one purpose, its retention shall be scheduled in accordance with the record category having the longest retention time. Record and filing procedures must be established to prevent prolonged retention of the related records not requiring the extended retention.

8. Libraries & Library Materials

In the event that company "libraries" have responsibility for the preservation of any company records, this standard must be observed for such records.

Library materials - books, reference sources, periodicals, manuscripts, pamphlets, brochures, etc. - which generally are available to the public are not covered by this standard. The retention of such library materials is at the discretion of the management responsible for the library.

Comparably, the retention of "library-type material" by individuals in all offices will be at the discretion of responsible management.

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DEFINITIONS

RECORD

Includes all written and printed papers, maps and drawings, books, photographs and microphotographs, film and microfilm, disc and tape recordings, or similar documentary material made or received by any segment of Monsanto in the performance of its responsibility.

C

Indicates **CURRENT YEAR** -- the calendar year during which the record was originated or acquired. C+n indicates records are to be kept n years beyond the current year.

CP

Indicates **COMPLETION** of a defined project or file. Examples are:

- . a research project
- . design or construction of a facility
- . a contract negotiation
- . a trip
- . assembly of a report
- . obtaining a patent
- . a litigation
- . etc.

CP+n indicates records are to be kept n years after completion of a project or of the file.

S

Means until **SUPERSEDED**, or while the record is still valid and useful. Material such as catalogs, manuals, methods, directives, maps, customer lists, specifications, etc., are of value until replaced by modified, or new, material. S+n means that a superseded record should be retained n years beyond the year in which it became obsolete.

T

Means until an activity, or the use of a file, has **TERMINATED**. For example, when used with personnel associated records, T indicates termination of employment. When used with contract or agreement records, T indicates completion of effort required under the contract (see note -- "Contracts & Agreements"). T+n indicates n years after the year in which termination took place.

AU

Means that a required **AUDIT** (internal, external, or tax) must be completed before disposal of the record.

AR

Means disposal **ONLY AFTER REVIEW** by an indicated office which has authority to extend retention for specific purposes.

INDEXES

Each entry in an index referring to a specific document should be considered a part of the document, and the entry should be removed from the index when the document is destroyed.

Monsanto Normal Record Practice

Compliance with this phrase required complete observance of the record retention specifications established in this manual.

Until purpose is served

This specification is used only in the case of certain manufacturing records when the importance of these can vary widely from operation to operation, and when the necessity for retention is not also constant for a given operation. Records essential for such purposes as maintenance of quality, cost control, statistical study of process variables, etc., frequently have a varied and indefinite life. Also there are instances when records must be maintained in keeping with FDA requirements, patent purposes, control commitments, etc., and these requirements specified elsewhere must be observed.

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GENERAL

	<u>Total Retention Time</u>
1. <u>Catalogs, Brochures, Periodicals, Newspapers & Other Publications</u>	
Monsanto originated:	
. Company copy in originating office file	S+10
. Other copies	S
Externally originated:	
. All copies (except libraries)	S
2. <u>Forms - General Business & Operating</u> (Not involving contracts, purchasing, labels, employee records, etc., otherwise noted)	
. Company copy or samples, master plates, etc., in originating office file	S+5
. Other copies	S
3. <u>Telephone Directories</u>	
Monsanto originated:	
. Company copy in originating office file	S+3
. Other copies	S
Externally originated:	
. All copies	S
4. <u>Visitors Logs</u>	
. General logs of office & plant visitors in location file	C+1, or less if not useful
. With "Keep Confidential" agreement as prescribed by Security Manual in location file	C+5
. Company Lodges - company copy in Marketing Services Department file	C+6 AU (tax)

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GENERAL (Con't)

Total
Retention Time

5. Participation in Trade Associations
Bulletins, reports, committee activity

Company copy in administrating office file

S, or while useful only
6. Reading Files, Chronological Files, Etc.

12 months, or less if not useful
7. Transcribed Shorthand Notes, Voice Recordings, Stenotype Tapes, Etc.

Dispose immediately
8. Diaries, Calendars, Day-by-Day Planners

C+1, or less if not useful
9. Photographs
Company related photographs, produced by Monsanto or others, are company records and are to be retained in keeping with the schedule for the record category to which the photographs may pertain. For example:
 - Photographs As Evidence
A photograph may relate to patents, trademarks, contract compliance, insurance, litigation (actual or potential) and should be retained in keeping with the record schedule for the specific circumstance.
 - Photographs for Publicity
A photograph submitted with or as a news release is a component part of a press communication if the communication is incomplete or misleading without the photograph.
 - Photographs for Advertising
Generally while potentially useful for advertising.
 - Photographs for Engineering Design
Same as Project Engineering Manual

See "Scientific &
Technical Records,"
Item 9

Photographs retained for specific purposes should be accompanied by adequate identification of purpose, location, people, products, time, etc., as needed to assure that the photograph is a complete record.

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ADMINISTRATIVE

	<u>Total Retention Time</u>
1. <u>Reports to President from Division General Managers & Staff Department Directors</u>	
Monthly or Bimonthly:	
. Company copy & work papers in originating office file	C+2
. President's Office file	C+1
. Other copies	2 months
Annual (Year-End):	
. Company copy & work papers in originating office file	C+6
. President's Office file	C+1
. Other copies	2 months
2. <u>Internal Division & Staff Department Administrative Reports</u>	
. Company copy in originating (or designated responsible) office file	C+3, or less if not useful
. Drafts & work papers	CP(report)
. Other copies	S
3. <u>Other Reports</u>	
. Research Project Reports -- CRD & division research departments	See "Scientific & Technical Records", Item 7
. Engineering Project Reports -- CED & division engineering departments	See "Scientific & Technical Records", Item 8
. Technical Project Reports from other than research or engineering -- develop- ment, special investigation, evaluations, etc.	Follow schedule of either research or engineering as project is most closely related
. Marketing & Advertising Project Reports	See "Marketing", Item 16
Non-Technical, Non-Marketing Monsanto Confidential Project Reports -- administra- tive, management, personnel, etc. -- ori- ginated in Monsanto, purchased, or acquired (consultants):	

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ADMINISTRATIVE (Cont.)

Total
Retention Time

	Company copy in originating or sponsoring office file	C+5
	Other copies	C+1, or less if not useful
	Miscellaneous Reports -- trip, meeting minutes, etc.	As "Correspondence", Item 1, 2, 3, or 4
	Salesman Call Reports	See "Marketing"; Item 20
4.	<u>Management Guide, Personnel Administration Manual & Other Corporate Directives, Manuals, Directories, Etc. -- which express or interpret Monsanto policy</u>	
	Company copy in originating office file	S+10
	Other copies	S
	Drafts & work papers	CP
5.	<u>Division or Department Directives, Manuals, Procedures, Etc. -- which express or interpret Monsanto policy</u>	
	Company copy in originating office file	S+10
	Other copies	S
6.	<u>Other Directives, Manuals, Procedures, Etc. -- only procedural, no expression of new policy or interpretation</u>	
	Company copy in originating office file	S+1
	Other copies	S
7.	<u>Record Retention Schedules</u>	
	Corporate Schedule:	
	Company copy in Office of Corporate Secretary of Monsanto file	S+5
	Other copies	S
	Local Schedules:	
	Company copy in originating office file	S+5
	Other copies	S
8.	<u>Record Center Transmittal Forms</u>	
	Company copy in Record Center file	T+5
	Other copies	T

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COMMUNICATIONS - External

	<u>Total Retention Time</u>
1. <u>Shareholder Communications</u>	
. Company copy of Annual Report in Corporate Secretary's Office file	C+100
. Company copy of all other communica- tions in Public Relations Department file	C+50
. Other copies	As "Correspondence", Item 1, 2, 3 or 4
. Drafts & unreleased	C+1
2. <u>Press or News Releases</u>	
Released to Public:	C+1
. Company copy of all releases in Public Relations Department file	C+50
. Other copies	As "Correspondence", Item 1, 2, 3 or 4
Drafts & Unreleased to Public	C+1
3. <u>"Monsanto Magazine" & Other Similar Company Publications</u>	
. Company copy in Public Relations Department file	C+50
. Other copies	As "Correspondence", Item 1, 2, 3 or 4
4. <u>Advertising, Sales Bulletins, Labels, Etc.</u>	See "Marketing", Items 8, 9, 10, 12, 18, 19
5. <u>Speeches, Published Papers, Etc.</u>	
<u>Expression or announcement - revealing new policy, financial performance, scientific and technical accomplishment, etc., of the company:</u>	
. Company copy in Public Relations Department file	C+50
. Other copies	As "Correspondence", Item 1, 2, 3 or 4

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COMMUNICATIONS (Cont.)

Total
Retention Time

General - having scientific, technical, educational, trade, or other orientation, but not revealing previously unpublished policy, financial performance, or proprietary technology:

- . Originating office copy, including work papers
- . Other copies

While useful

As "Correspondence",
Item 1, 2, 3 or 4

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COMPUTERS & DATA PROCESSING

		Total Retention Time
1.	<u>Programs</u> Descriptions, process charts, program listings, operating instructions, etc. -- all automatic data processing devices	S (See Note)
	<u>Note:</u> Generally the records of programs will be retained only until superseded (or until no longer useful). More extended retention periods may be required in some instances to satisfy the following requirements, which must be brought to the attention of data processing groups by the users of data when the circumstances exist. <u>Accounting Related Data Processing</u> Sufficient records of programs must be maintained to satisfactorily support or validate any report which is subject to audit, if the program, or report generation procedure, is not self-evident in the report. <u>Non-Accounting Related Data Processing</u> Sufficient records of programs must be maintained to satisfactorily support, validate, or permit reconstruction of any generated or calculated data which may serve evidentially -- in patent matters, contract compliance, demonstration of engineering competence, etc. -- if the program, or calculation procedure, is not self-evident in the generated data or report.	
2.	<u>Data & Information Recorded in Machine Sensible Form</u> Punched cards, magnetic tapes, discs, or other	
	Recorded for data processing only	While useful, but no longer than the source document from which recorded
	Serving as, or replacing a source document	Same as the document replaced
	Retaining information, reports, summary calculations, serving as a ledger, etc.	If machine sensible form is the only recording, retain as specified for the record. Otherwise, retain while useful, but no longer than specified for the record in any other form.
3.	<u>Printouts of Accumulated or Processed Data</u>	In accordance with the appropriate schedule for the document.

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CONTRACTS & AGREEMENTS

It is emphasized that establishment of the time of termination of a contract is the most essential factor in applying the retention schedule. When administering "local retention schedules" care must be exercised to assure that the termination date of a contract is properly established.

For the purpose of this retention schedule, a contract or agreement has terminated -- the condition "T(contract)" has been reached -- when in the best judgment of knowledgeable and concerned personnel:

There has been performance by all parties under all provisions of the contract or agreement. All work has been performed and payment therefore made. The term of any guarantee has expired. Should the contract have a "hold confidential" clause, it will not be terminated until the confidential matter can be released.

There has been complete satisfaction of any claim by or against the company which may have arisen because of the contract.

The document is deemed to have no future value which may be essential evidence to maintain or protect company confidential know-how, or to defend the company from unwarranted claims.

There are no unresolved capitalization or expense tax problems.

A termination date should be established when a contract is signed. If assignment of a termination date is not feasible at time of signing, an outline of the circumstances which permit termination should be written and a schedule set for future review of the contract so that the definite termination date can be established.

1. Contracts individually prepared by Law Department
or Patent Department for purchase, sale, patent,
license, construction, know-how, consultation, etc.

Total
Retention Time

*Major, retained by Office of Corporate Secretary:

- | | |
|---|--------------------------------------|
| Company (Signature) copy in Corporate Secretary's Office file | T(contract)+10 |
| Conformed copy in division or staff department file | T(contract)+6, or less if not useful |
| Other conformed copies | T(contract), or less if not useful |

Minor, not retained by Office of Corporate Secretary:

- | | |
|---|---------------|
| Company (Signature) copy in originating or administrating office file | T(contract)+6 |
|---|---------------|

*For definition of "major contract", see last page of this section.

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CONTRACTS & AGREEMENTS (Cont.)

Total
Retention Time

Other conformed copies	T(contract), or less if not useful
2. <u>Sales Contracts & Agreements</u> On approved printed Monsanto forms	
Executed copies:	
Company (Signature) copy in division file	T(contract)+6
Other copies if needed	T(contract), or less if not useful
Specimen copy of forms in division file	S+5
3. <u>Material Exchange Agreements</u>	
Company (Signature) copy in division file	T(contract)+6
Other copies	T(contract), or less if not useful
4. <u>Product Guarantees</u>	
Company (Signature) copy in division file	T(guarantee)+6
5. <u>Employment Agreements & Contracts</u> On approved printed Monsanto forms	
Company (Signature) copy in Payroll Dept. file (see also Personnel & Payroll, Item 1)	Until employee is age 80
Other copies	T(employment)
6. <u>Labor Contracts</u>	
Company (Signature) copy & essential work & negotiation papers in division or location file	T(contract)+20
Other copies, work & negotiation papers	T(contract)+20, or less if not useful
7. <u>U. S. Government Contracts</u>	
Company (Signature) copy in originating or administrating office file	T(contract)+2 to 5*
Conformed copy at location of govern- ment audit	T(contract)+2 to 5*

*Observe terms of specific contract, also renegotiation requirements and
government audit requirements.

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CONTRACTS & AGREEMENTS (Cont.)

Total
Retention Time

- Other conformed copies T(contract), or less if not useful
8. Purchase Orders -- including essential related papers
- Originating purchasing office file copy T(contract)+1
 - Engineering, maintenance, storeroom, supply depot or other requisitioning and receiving office file T(equipment, material, or service purchased), or less if not useful
 - Research record copy as needed See "Scientific & Technical Records", Item 2
9. Miscellaneous So-called Area & National Purchase Agreements & related records
- Company copy in Central Purchasing Department file T(contract)+2, or less if not useful
 - Other copies & excerpts T(contract), or less if not useful
10. Bills of Lading See "Shipping & Transportation", Item 8
11. Leases -- unless specified elsewhere
- Company (Signature) copy in originating or administrating office file T(lease)+6
 - Other copies T(lease), or less if not useful
12. Inventor Releases See "Patent, Trade-mark & Copyright", Item 10
13. Papers, correspondence, drafts, etc., collected in connection with the preparation of:
- Contracts, Agreements, Purchase Orders, Leases, etc.:

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CONTRACTS & AGREEMENTS (Cont.)

. Law Department file
. Patent Department file
. Other files

CP(negotiation)AR (law)
CP(negotiation)AR (Patent)
CP(negotiation)+1

Abandoned Negotiations:

. All offices

CP(abandonment)+1

* * * * *

MAJOR CONTRACT

For the purposes of this retention schedule, a "major contract" is one in which one or more of the following conditions exist:

. A commitment for purchase or sale of products, raw materials or supplies in connection with normal commercial operations exceeding:

- .. \$5,000,000 in one year, or
- .. \$10,000,000 in five years, or
- .. \$15,000,000 in fifteen years.

. A contract for the acquisition, sale or construction of a capital asset for a consideration exceeding \$500,000.

. A contract involving the acquisition, organization or dissolution of a corporation or contractual joint venture.

. A contract for the acquisition, sale or licensing of patents or know-how.

. A contract that, in the judgment of the attorney preparing or reviewing it, should be retained for more than six years after full performance thereof because of special circumstances such as:

- .. magnitude and importance of contract obligations,
- .. liability may not be ascertainable for substantial period of time after stated performance of the contract,
- .. difficulty of determining the date on which performances by the parties under the contract will be completed.

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CORPORATE RECORDS

Pertaining to the formation, continuation, and dissolution of corporate bodies.

(w)
tent)

The Monsanto Company is the principal corporation and the records pertaining to the formation and continuation of Monsanto Chemical Works and any company which was merged with Monsanto are considered, for the purposes of this schedule, to be corporate records of Monsanto Company.

	<u>Total Retention Time</u>
1. <u>Certificates of Incorporation</u>	
Company copy in file of the secretary of the company involved	T(corp.)+25
2. <u>Qualifications to do Business & related records</u>	
Company copy in file of the secretary of the company involved	T(corp.)+5
3. <u>Minutes, Corporate -- Stockholders & Directors Mtgs.</u>	
Company copy & underlying papers submitted for action in file of secretary of the company involved	T(corp.)+5
Copies & excerpts in all offices	As "Correspondence", Item 1, 2, 3 or 4
4. <u>Minutes, Committees of Directors -- Executive, Finance, Budget, Bonus, Audit, Etc.</u>	
Company copy & underlying papers in file of secretary of the company involved or file of secretary of committee in keeping with assigned responsibility	T(corp.)+5
Copies & excerpts in all offices	As "Correspondence", Item 1, 2, 3 or 4
5. <u>Corporate Secretary's Records</u>	
Data and information concerning directors, officers, and other company personnel; committees of directors; as essential for preparing corporate reports & applications	S, or while useful
6. <u>Acquisitions, Mergers, Consolidations, Reorganizations & Dissolutions</u>	
Company records in file of secretary of the company involved	T(resulting corp.)+5
Papers, correspondence, drafts, etc., collected in connection with negotiations and preparation:	
Law Department file	CP(negotiation)AR(law)
Other files	CP(negotiation)

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CORPORATE RECORDS (Cont.)

<u>*7. Securities, Evidence Thereof -- listing applications, registration statements, etc.</u>	<u>Total Retention Time</u>
Company copy in file of secretary of the company involved	
Stock & securities convertible into stock	T(stock)+25
Securities non-convertible into stock	T(security)+10
Other files	While useful only
<u>*8. SEC, Reports to</u>	
Company copy in file of secretary of company involved	C+50
Other copies & work papers	C+5, or less if not useful
<u>*9. Shareholder Ledger</u>	
Company copy in Stock Records file of company involved	C+100
Other copies of record date printouts	While useful only
<u>*10. Stock Transfer Sheets</u>	
Company copy in Stock Records file of company involved	C+100
Other copies	While useful only
<u>*11. Stock Certificates, Cancelled</u>	
Company copy in Stock Records file of company involved	C+50
<u>*12. Stock Certificates, Lost -- affidavits & records</u>	
Company copy in Stock Records file of company involved	C+50

* The stated schedule for these records presumes continuation of the corporation. If the corporation is dissolved these records will be retained for 5 years after termination of the corporation. Only the Certificates of Incorporation, Item No. 1 above, will be retained longer than 5 years after a corporation is dissolved.

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CORPORATE RECORDS (Cont.)

Total
Retention Time

13. Shareholder Inquiries Concerning Holdings

Company copy in Stock Records file
of company involved

C+5

*14. Shareholder, Reports to

See "Communications",
Item 1

15. Proxies & Proxy Lists

Company copy in Stock Records file
of company involved

C+3

16. Corporate Guide -- data & information
concerning subsidiary, associated &
affiliated companies of Monsanto

Company copy in Office of Corporate
Secretary file

S+2

Other copies

S

* The stated schedule for these records presumes continuation of the corporation. If the corporation is dissolved these records will be retained for 5 years after termination of the corporation. Only the Certificates of Incorporation, Item No. 1 above, will be retained longer than 5 years after a corporation is dissolved.

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CORRESPONDENCE

Recorded communications between two or more parties (generally, but not exclusively, individuals) in any form -- letter, memo, teletype, notes, messages, sketches, etc. -- but which are not elsewhere defined in this schedule as a specific type of record.

	Total Retention Time
1. Correspondence of temporary value -- having neither informational value nor evidential value after action has been taken.	Dispose immediately
2. Information copies -- no action required by the recipient	Dispose immediately
3. Correspondence files -- general	C+1
*4. Correspondence (and patent application diaries) specifically related to other records having specified retention schedule should be retained and filed with such records if correspondence is relevant and essential for total retention period.	Same retention period as record to which it pertains
5. Reading files, chronological files, etc.	12 months, or less if not useful
6. All transcribed shorthand notes, voice recordings, stenotype tapes, etc.	Dispose immediately
7. Diaries, calendars, day-by-day planners	C+1, or less if not useful

- * Examples of communications falling into this category are documents recording scientific and technical ideas, information and data; expressing or modifying a commitment by or to Monsanto; advice or warnings of future circumstances or possibilities; unsolicited suggestions, or advice, concerning the company's technical and commercial activities, etc. In these circumstances, care should be extended to retain the original (signature bearing) documents.

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FINANCIAL

Pertaining to the receipt and disbursement of funds; the allocation or distribution of funds; anticipation of performance and measurement of performance in terms of money; generation of profit; and the surveillance of integrity and proper practice in handling and accounting for funds.

A. BILLING

Total Retention Time

1. Invoices, Debits & Credits
Pertaining to supply of goods & services
by Monsanto
 - Company copy in Billing Department
file (No. 1 Accounting Dept. copy of
invoice and essential related) C+6 AU(tax)
 - Other copies of invoices & related
papers C+2, or less
if not useful
2. Shipping Papers (Intra-company) & other
requests for billing, also related and
essential work papers
 - Company copy in Billing Department
file C+2
 - Other copies C+2, or less
if not useful
3. Debit & Credit Source Documents
 - Company copy in Billing Department
file C+1
 - Other copies C+1, or less
if not useful
4. Consigned Stock (Product) Record Ledger,
related documents & work papers
 - Domestic:
 - Company copy in Billing (or other
preparing) Department file C+1
 - Other copies C+1, or less
if not useful

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FINANCIAL (Cont.)

		Total Retention Time
	International:	
	Company copy in International Division Accounting file	C+6 AU (tax)
	Other copies	C+6, or less if not useful
5.	<u>Returnable Container Inventory Ledger</u>	
	Company copy in Billing (or other preparing) Department file	C+2
	Other copies, excerpts, and source or related documents	C+2, or less if not useful
6.	<u>Returnable Container Receiving Reports</u>	
	Company copy in Billing Department file	C+1
	Other copies, and source or related documents	C+1, or less if not useful
B.	<u>ACCOUNTS RECEIVABLE - and other receipts</u>	
7.	<u>Cash Receipt Documents</u> Check photostats or microfilm. transfer - depository reports, distribution reports, etc.	
	Company copy in administrating office file	C+3 AU (tax)
8.	<u>Registers</u> Cash, invoice, journal, washout	
	Company copy in administrating office file	C+2 AU (tax)
9.	<u>Trial Balances</u>	
	Company copy in Accounting Dept. file	C+6 AU (tax)
	Credit Department copy	S, or less if not useful
	International Division copy	C+1, or less if not useful

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FINANCIAL (Cont.)

Total
Retention Time

	Other copies	S
10.	<u>Customer History Records - Any Form</u>	
	Company copy in administrating office file	C+6
11.	<u>Cash Receipts Ledger - Total company</u>	
	Company copy & essential source documents in Central Accounting Department file	C+6 AU (tax)
	Other copies	C+2, or less if not useful
12.	<u>Cash Receipt Ledgers - Local funds</u> Plant cafeterias, petty cash, etc.	
	Company copy in administrating office file	C+6 AU (tax)
C.	<u>ACCOUNTS PAYABLE - and other payments</u>	
13.	<u>Vouchers</u> All accumulated data for payment of vendor invoices for goods, freight and other services, and necessary related documents	
	Company copy in Accounts Payable Department file	C+6 AU (tax)
	Other office copies of complete vouchers, or any voucher documents	While useful only
	Note: Company copies of vouchers arising in the activity of the H&P Division and its predecessors, including Lion Oil, must be retained in keeping with the following exceptional schedule:	
	a. Vouchers (issued prior to Jan. 31, 1963) to which tax returns are attached	C+50
	b. Vouchers recording oil and gas undeveloped mineral rights lease transactions	C+25
14.	<u>Voucher - Slip Files (copy of original check)</u>	
	Company copy in Accounts Payable Department file	C+6 AU (tax)

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FINANCIAL (Cont.)

		Total Retention Time
15.	<u>Voucher Register</u> Distribution for general ledgers	
	Company copy in originating office file	C+6 AU (tax)
16.	<u>Voucher Listings</u>	
	Company copy in Accounts Payable Department file	C+1
17.	<u>Daily Control Statements</u> All payments, freight, vendors, individuals, etc.	
	Company copy in Accounts Payable Department file	C+2
18.	<u>Finance Lease Rental Documents</u> Payment disbursements & tabulations	
	Company copy in Accounts Payable Department file	C+6 AU (tax)
19.	<u>Salary & Wages</u>	See "Personnel & Payroll"
20.	<u>Expense Reports & Travel Statements of Personnel</u>	
	Company record in file of accounting office making payment	
	Reports of employees engaged directly on government contract work	C+4 AU (tax)
	Reports of all other employees	C+3 AU (tax)
	Other copies - all reports	C+1, or less if not useful

D. BANKING

21.	<u>Bank Resolutions</u>	
	Board of Directors minutes	See "Corporate Records", Item 3
	Treasury Department copy	T(resolution)+6
	Other copies	T(resolution)
22.	<u>Bank Account Statements & Reconciliations</u>	
	Company copy in administrating office file	C+6 AU (tax)

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FINANCIAL (Cont.)

		Total Retention Time
23.	<u>Cancelled Checks & Check Registers</u> In files authorized by Treasury Department	
	. Payroll, salary & wage	C+3
	. Dividend	C+6 AU (tax)
	. Voucher	C+6 AU (tax)
	. Local Working Fund	C+6 AU (tax)
24.	<u>Bank Statements of Condition</u>	
	. Treasury Department file	S
25.	<u>Depository Receipts</u>	
	. Treasury Department file	C+6 AU (tax)
	. Accounts Receivable Dept. file	C+3
E.	<u>AUDIT</u>	
26.	<u>Internal Audit Reports</u>	
	. Company copy in Internal Auditor Office file	C+15
	. Other copies	While useful only
27.	<u>External Audit Reports</u>	
	. Company copy in Controller's Office file	C+100
	. Other copies & excerpts	C+3, or less if not useful
28.	<u>Tax Audits</u>	See "Tax", Items 1, 2 5, 6, 15, 16
F.	<u>BUDGET</u>	
29.	<u>Budget Documents, All</u> -- for expenses, sales, income, etc. (Annual budget books, budget statements, all excerpts, work papers, etc.)	
	. Company copy in Controller's Office file	C+10
	. Other copies & excerpts	C+5, or less if not useful
30.	<u>Actual vs. Budget Reports for Expenses</u> All SARE departments, plant service depts., etc.	
	. Company copy in Controller's Office file	

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FINANCIAL (Cont.)

Total
Retention Time

	Monthly	C+1
	Year-End	C+10
	Other copies & excerpts	C+5, or less if not useful
31.	<u>Actual vs. Budget Financial Reviews</u> Quarterly, annually, special	
	Company copy & work papers in Controller's Office file	C+5
	Other copies & excerpts	C+1, or less if not useful
32.	<u>Product Group Data Books & essential work papers</u>	
	Company copy in Controller's Office file	C+10
	Other copies & excerpts	C+2, or less if not useful
33.	<u>Utilization Plant Facilities -- Actual vs. Capacity Reports</u>	
	Company copy in Controller's Office file	C+10
	Other copies & work papers	C+3, or less if not useful
G.	<u>CAPITAL EXPENDITURES & PROPERTY RECORDS</u>	
34.	<u>Appropriation & Retirement Requests</u>	
	Above General Manager approval	See "Planning Documents", Item 1
	General Manager & General Manager delegated approval:	
	Company copy in originating division file	CP(project)+5
	Other copies	C+1, or less if not useful
35.	<u>Statement of Capital Addition & Replacement by Divisions & Summary for Directors</u>	
	Company copy in Central Engineering Department accounting file	C+10
	Other copies, plant reports, work papers, etc.	C+2, or less if not useful

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FINANCIAL (Cont.)

		Total Retention Time
36.	<u>Construction Expense Data</u> Division construction programs	
	Company copy, work papers, and other data records for forecast of corporate expenditure in Controller's Office file	C+5
	Other copies, work papers, etc.	C+2, or less if not useful
37.	<u>Project Performance Reports</u> Appropriation request vs. actual	
	Company copy in Controller's Office file	CP(project)+10
	Other copies, work papers, etc.	CP(project)+3, or less if not useful
38.	<u>Property Master Listings</u> (Tabulation printout)	
	Company copy in file of accounting department of responsible division	
	Bimonthly listings	C+2
	Year-end listings	C+10 AU (tax)
	Other copies	C+1, or while useful only
39.	<u>Property Additions & Construction Records</u> In file of responsible division	
	Forms, tabulations, & work papers establishing asset value	C+10 AU (tax)
	Property inventory record (property cards):	
	Active equipment files	T(equipment)
	Retired equipment files	C+10 AU (tax)
40.	<u>Property Transfer Records</u>	
	Forms, work papers, & tabulations in file of responsible division	C+2
41.	<u>Property Retirement Records</u>	
	All forms, work papers & tabulations establishing amount of asset retired in file of responsible division	C+10 AU (tax)

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FINANCIAL (Cont.)

		Total Retention Time
42.	<u>Property Repair Records</u> In file of responsible division	
	. Major authorizations - records of approvals and costs	C+10 AU (tax)
	. Minor authorizations - records of cost	C+10 AU (tax)
43.	<u>Oil & Gas Lease Transaction Records</u> Undeveloped mineral rights lease record folder and file (LD forms) included therein	
	. Company copy in originating division accounting department file	T(lease)+6 AU (tax)
	. Other copies	While useful only
H.	<u>COMPANY LEDGERS, FINANCIAL STATEMENTS, & REPORTS OF FINANCES</u>	
44.	<u>General Ledgers</u> - of all divisions & staff departments	
	. Company copy in Controller's Office file	C+100
	. Other copies	C+3, or less if not useful
45.	<u>Journal Entries</u>	
	. Company copy in originating office file	C+10 AU (tax)
	. Other copies	C+1, or less if not useful
	Note: Company copy of journal entries arising in the activity of the H&P Division and its predecessors, including Lion Oil, must be retained in keeping with the following exceptional schedule:	
	. Journal entries recording oil & gas undeveloped mineral rights lease transactions	C+25
46.	<u>Financial Statements - Monsanto Company</u> Documents which report the financial circumstances (balance sheet and P&L) of Monsanto Company; and of the divisions, subsidiaries, and other segments entering the consolidated statement	

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FINANCIAL (Cont.)

Total Retention Time

	Company copy & essential work papers in Controller's Office file	C+50
	Board of Directors minute copies	See "Corporate Records", Item 3
	Other copies	C+1, or less if not useful
47.	<u>Financial Statements - Foreign Subsidiaries</u> Statements in foreign currency translated to \$ U.S. by International Division	
	Company copy in International Division Accounting Department file	C+5
48.	<u>Company to Shareholder Reports</u>	See "Communications", Item 1
49.	<u>SEC Annual Report & work papers</u>	See "Corporate Records", Item 8
I.	<u>COST</u>	
50.	<u>Ledgers - raw materials, good-in-process, and finished goods</u>	
	In division accounting department file	C+10 AU (tax)
51.	<u>Cost Standards - including work papers</u>	
	Company copy in division file	S+10, or less if not useful
	Other copies	S, or while useful only
52.	<u>Cost & Service Reports</u>	
	Company copy in division accounting department file	C+10 AU (tax)
	Other copies	C+5, or less if not useful
J.	<u>PROFITABILITY</u>	
53.	<u>Profit by Products & Product Groups</u>	
	Company copy in division accounting department file	C+10
	Other copies	C+2, or less if not useful

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FINANCIAL (Cont.)

		Total Retention Time
54.	<u>Profitability Studies -- by industries, trade areas, countries, etc.</u>	
	. Company copy in division accounting department file	C+10
	. Other copies	C+2, or less if not useful
K.	<u>MISCELLANEOUS</u>	
55.	<u>Accounting & Budget Procedures, Directives & Manuals</u>	
	. Company copy in originating office file	S+10
	. Other copies	S
56.	<u>Individual Authorizations for Expenditures</u>	
	. Company copy in Internal Auditor file	S+5
	. Other copies	S
57.	<u>Renegotiation</u>	
	. Sales records & work papers in division accounting department file	CP(renegotiation)+3
	Reports & Summaries:	
	. Company copy in Controller's Office file	C+50
	. Other copies	C+1
58.	<u>Royalty Payments & Receipts</u> Required by contracts, agreements, etc.	
	. Company copy in administrating office file	T(contract)+6 AU (tax
	. Other copies	T(contract), or less if not useful

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INSURANCE

		<u>Total Retention Time</u>
1.	<u>Policies</u> Work & related papers	
	Company copy in Treasury Department file	
	Property Insurance	T(policy)+1
	Liability Insurance	T(policy)+7
	Other copies & excerpts	While useful only
2.	<u>Claims</u>	
	Company copy in Treasury Department file	T(claim)+1 AU (tax)
	Other copies	T(Claim)+1
3.	<u>Claim Registers</u>	
	Company copy in Treasury Department file	C+25
4.	<u>Annual Summary Report</u> <u>Insurance activity</u>	
	Company copy in Treasury Department file	C+25
	Other copies & excerpts	C+1, or less if not useful
5.	<u>Medical Benefit Records</u> -- records of claims and payments under employe medical benefit plan	
	Company copy in file of responsible office	C+7

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LEGAL

Pertaining to activities in which guidance or assistance of lawyers is generally required.

		<u>Total Retention Time</u>
1.	<u>Contracts, Agreements & Related Records</u>	See "Contracts & Agreements"
2.	<u>Opinions & Other Records for Legal Guidance</u> Internal or external generation	
	. Company copy in Law Dept., Patent Dept., or Treasury Dept. files	S+25
	. Other copies & excerpts	S, or less if not useful
3.	<u>Litigation & Claims</u>	
	. Court files & work papers in Law Dept. file	CP(settlement)
	. Patent litigation in Patent Dept. file	CP(settlement) AR (patent)
4.	<u>Powers of Attorney</u>	
	. Company copy in originating office file	T(power)+25
	. Other copies	T(power)
5.	<u>Authorizations for Signature to Documents</u>	
	. Company copy in administrating office file	T(auth.)+6
	. Other copies	T(auth.)
6.	<u>Conflict of Interest Certification</u> By company personnel	
	. Company copy (signature copy of state- ment) & related records in files of responsible office	C+10
	. Other copies	C+1
7.	<u>Pending Claims -- year-end report to auditors</u>	
	. Company copy in Law Dept. file	C+5
	. Other copies	C+1

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LEGAL (Cont.)

		<u>Total Retention Time</u>
8.	<u>Regulatory Agencies</u> Federal, state, county, municipal	
	Licenses, permits, registrations, etc.:	
	. Company copy in administrating office file	T(license)+5
	. Other copies	T(license), or less if not useful
9.	<u>Anti-Trust Investigations</u> FTC & Dept. of Justice	
	. All Relevant Documents	T(investigation)
10.	<u>Compliance Investigations</u> Federal, state, county, municipal & private	
	Safety, health, practices, etc.:	
	. Company copy in administrating office file	C+10
	. Other copies	While useful only
11.	<u>Incorporations, Acquisitions, Mergers, Consolidations, Reorganizations, & Other Related Corporate Matters</u>	See "Corporate Records"
12.	<u>Patent, Trademark, Copyright Matters</u>	See "Patent, Trade- mark & Copyright"
13.	<u>Tax Matters</u>	See "Tax"

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CONFIDENTIAL

MANUFACTURING

Total
Retention Time

- | | | |
|----|---|----------------------------|
| 1. | <u>Process or Facility Operating Manual</u>
Description: flow charts; operating characteristics;
instructions; and limits; as necessary to define
process or operation | |
| | Company copy in responsible office file
(division, plant, CED Technical Informa-
tion Center or other) | T(product)+10 |
| | Other copies | S |
| 2. | <u>Analytical/Testing Procedures</u>
For products, raw materials, supplies, etc. | Same as 1. above |
| 3. | <u>Specifications</u>
Products, raw materials, packaging &
other supplies | Same as 1. above |
| 4. | <u>Manufacturing Data</u>
Operating schedules, data logs & recordings,
batch records, etc. -- for control, operation
analysis, patent purposes, etc. | |
| | All copies | Until purpose
is served |
| 5. | <u>Analysis & Test Results -- Product, Raw
Material & Supplies</u>
For manufacturing control, quality categorization,
contract compliance, customer spec compliance,
patent purposes, etc. | |
| | All copies | Until purpose
is served |
| 6. | <u>Process Technology</u>
Technical data and information essential for
supervision of manufacturing processes, but
not included in process manual | |
| | All copies | S |
| 7. | <u>Maintenance Manuals & Instructions</u> | |
| | All copies | S |
| 8. | <u>Maintenance Records</u>
For control of operations and cost, analysis
of equipment performance, etc. | |
| | All copies | Until purpose
is served |

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MANUFACTURING (Cont.)

		<u>Total Retention Time</u>
9.	<u>Safety Manuals & Instructions</u> All copies	S
10.	<u>Alcohol Use Records</u> All required government reports Company copy in administrating office for specific permit	 C+5
11.	<u>Pollution Control Records</u> Regulations, procedures, analytical & sampling methods: Company copy in responsible office file (division, plant, CED Technical Informa- tion Center or other) Other copies Data collected to demonstrate compliance with regulations -- federal, state, county, municipal Company copy in responsible office file (division, plant or other) Other copies Data collected for engineering analysis, engineering design, etc. All copies	 S+10 S C+10 C+1 CP(project)+1
12.	<u>Duty Drawback Claim</u>	See "Shipping & Transportation," Item 15
13.	<u>Materials Manufactured & Shipped Under Food & Drug Administration (or other agency) Control --</u> drugs, pharmaceuticals, cosmetic ingredients, feed additives, etc. Necessary manufacturing & shipping records: Company copy in responsible office file	 As specified for material by FDA or other agency

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MARKETING, MARKETS, PRODUCTS & CUSTOMERS

		Total Retention Time
1.	<u>Customer General Information File or List</u> Identity, addresses, personnel lists, financial status, material requirements, etc., of customers and prospects . Copies in all offices	S
2.	<u>Customer Payment Records</u> Balances & histories	See "Financial - Accounts Receivable", Items 9, 10
3.	<u>Orders</u> Customer purchase orders and other order entry documents . Copy necessary with invoice . Other copies	See "Financial - Billing", Item 1 C+2, or less if not useful
4.	<u>Invoices, Shipping Papers, Debit & Credit Documents, Consignment Records, etc.</u>	See "Financial - Billing" Items 1-6, inclusive
5.	<u>Sales Contracts & Agreements</u> (See also "Contracts & Agreements") Sales contracts on approved printed Monsanto forms: . Company(Signature) copy in division files . Other copies Specimen copy of forms in division file Other contracts & related matters	T(contract)+6 T(contract), or less if not useful S+5 See "Contracts & Agreements"
5a.	<u>Trademark License Agreements - Use of Monsanto Trademarks by customers</u> (See also "Contracts & Agreements") . Company copy in division files . Other copies	T(contract)+6 T(contract), or less if not useful
6.	<u>Material Exchange Agreements (Contracts)</u> (See also "Contracts & Agreements", Item 3) . Company (Signature) copy in division file . Other copies	T(contract)+6 T(contract), or less if not useful

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MARKETING, MARKETS, PRODUCTS & CUSTOMERS (Cont.)

		<u>Total Retention Time</u>
7.	<u>Customer Complaint Records</u>	
	. Complaints adjusted, or resolved, without litigation in division file	C+1
	. Complaints litigated (see "Legal", Item 3) in all files	CP(settlement)
8.	<u>Product Quality Specifications</u>	
	. Company copy in division manufacturing department file	S+10
	. Marketing office copy	S+1
	. Other copies	S
9.	<u>Product Shipping Specifications</u>	
	. All copies	S
10.	<u>Technical Sales Bulletins, Brochures, Product Catalogs, Etc., Supplied to Customers</u>	
	. Company copy in issuing office file	S+10
	. Company copy selected for trademark evidence in issuing office or Patent Department file	T(trademark), or as needed
	. Other copies	S
11.	<u>Technical Data Concerning Products & Applications Pertinent to Marketing Necessary for Immediate Reference</u>	
	. All copies	S, or while useful only
12.	<u>Price Sheets, Bulletins, or Lists</u>	
	. Company copy in issuing office file	S+10
	. Other copies	S
	. Statistical records of pricing	T(product)+5

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MARKETING, MARKETS, PRODUCTS & CUSTOMERS (Cont.)

		Total Retention Time
13.	<u>List Price Deviation Record -- Evidence of Legality</u>	
	Company copy in issuing office file	T(contract)+5
14.	<u>Product Guarantees on Approved Monsanto Printed Forms</u>	
	Company (Signature) copy in division files	T(guarantee)+6
15.	<u>Statistical & Analytical Summaries of Sales Order or Sales Invoice Information -- customers, products, regions, etc.</u>	
	Monthly	
	All copies	C+1, or less if not useful
	Year-to-date	
	All copies	C+1, or less if not useful
	Annual (Year-end)	
	Company copy in administrating office file	C+5
	Other copies	C+1, or less if not useful
16.	<u>Market Research & Development Projects & Advertising Research Projects</u>	
	Periodic Progress Reports:	
	Company copy in originating office file	CP(Project)
	Other copies	2 months
	Interim, or Final, Summary Reports:	
	Company & lending copies in originating office (or library) file	C+5
	Other copies	2 months
	Work papers & drafts	CP(report)+1
	Corporate Report Index	S

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MARKETING, MARKETS, PRODUCTS & CUSTOMERS (Cont.)

		Total Retention Time
17.	<u>Strategies, Forecasts, Long Range Plans, Etc.</u>	See "Planning Documents", Items 3, 4, 5
18.	<u>Advertising Copy</u>	
	Proof or Sample:	
	Company copy in Marketing Services Dept. or other issuing office file	C+10
	Other copies	As "Correspondence", Item 1, 2, 3 or 4
	Log of Advertisements in Marketing Services Department file	C+25
19.	<u>Labels -- Identifying Monsanto products as shipped to customers</u>	
	Company copy, all labels, in Distribution Department	T(label use)+10
	Company copy selected for trademark evidence in Distribution Dept. (or Patent Dept.)	T(trademark), or as needed
	Other copies	T(label use)
20.	<u>Salesman Call Reports</u>	S

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MEDICAL, HEALTH & ENVIRONMENT RECORDS

	<u>Total Retention Time</u>
1. <u>Employee Medical History</u> Records accessible to medical staff only	
General Office & other locations with company operated medical facilities:	
Company copy in medical facility file	T(employment)+5
Locations utilizing retained medical facilities:	
Company copy in physician's or medical facility file	T(employment)+5
- or -	
Company copy in sealed record (open only by physician) at office location if medical facility cannot retain	T(employment)+5
2. <u>Employee X-Rays</u> Files available to physicians only	
Files in all locations	C+5
3. <u>Radioactivity - Radio-Active Materials</u>	
Records required by an AEC license to receive, possess, use, ship, transfer process, etc., radioactive or nuclear materials - classified or unclassified records. Company copy at locations where license is operative	Indefinite (Until disposal is specifically authorized by AEC)
Employee exposure records as required by AEC or other (state, federal, municipal) agencies. Company copy in involved location file	T(employment)+15 (Or as required by regulating agencies. No disposal before 1971 under AEC regulations.)
Records required by agencies other than AEC - federal, state, municipal. Company copy in involved location file	As required by statute or regula- tion.
4. <u>U.S. Treasury Department Alcohol Permits - All Necessary Reports</u>	
Company copy in administrating office file	C+5

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MEDICAL, HEALTH & ENVIRONMENT RECORDS (Cont.)

		Total Retention Time
5.	<u>Narcotic Records</u> -- All necessary orders, invoices, inventory or dispensing	
	Company copy in administrating office file	C+2
6.	<u>Toxicology Data & Information</u> For products, product application, manufacturing processes, etc. -- assembled for sales guidance, manufacturing assistance, regulatory agency activity, etc.	
	Medical Department file	T(product)+5
	Division file	T(product)+5
	Other copies	As "Correspondence", Item 1, 2, 3 or 4
7.	<u>Pollution Control</u>	
	Regulations, procedures, analytical & sampling methods.	
	Company copy in responsible office file (division, plant CED Technical Information Center or other)	S+10
	Other copies	S
	Data collected to demonstrate compliance with regulations -- federal, state, county, municipal	
	Company copy in responsible office file (division, plant or other)	C+10
	Other copies	C+1
	Data collected for engineering analysis, engineering design, etc.	
	All copies	CP(project)+1

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PATENT, TRADEMARK & COPYRIGHT RECORDS

Pertaining to preservation of know-how and other industrial property rights.

		<u>Total Retention Time</u>
1.	<u>Patent Disclosures</u>	
	Company copy in Patent Department file	
	If patent application filed	Same as Patent Application 2. below
	If no application filed	C+15 AR
	Other copies	While useful
2.	<u>Patent Applications & Interferences</u>	
	Company copy in Patent Department file	
	Issued patents	CP(pat. issue)+25 AR
	Abandoned applications - if not parent case	CP(aband.)+10 AR
	Other copies - issued or abandoned	CP+2
3.	<u>Patent Assignments</u>	Same as Patent Application 2. above
4.	<u>Patent Studies & Searches</u>	
	Company copy in Patent Department file	
	For novelty	Same as Patent Disclosure, 1. above
	For infringement & validity	C+20
	For state of the art	CP(search)+10
	Other copies - all searches	While useful
5.	<u>Technology Pertinent to Patent Activity</u>	
	Processes, products, and other technical information files in Patent Dept. file	C+25

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PATENT, TRADEMARK & COPYRIGHT RECORDS (Cont.)

		<u>Total Retention Time</u>
6.	<u>Trademark & Copyright Registrations</u> And related proceeding records	
	Company copy in Patent Department file	T(registration)
7.	<u>Trademark Searches</u>	
	Company copy in Patent Department file	CP(search)+25
8.	<u>Trademark Evidential</u> Labels, invoice copies, etc., as requested by Patent Department	
	Company copy in originating office file or Patent Department file as arranged	T(trademark)
9.	<u>Submitted Ideas</u> Ideas & inventions from outside inventors	
	Company copy in Patent Department file	C+40
	Other copies	While useful only
10.	<u>Release from Outside Inventors</u>	
	Company copy in Patent Department file	C+40
	Other copies	While useful only
11.	<u>Contracts & Agreements</u> Patents, know-how, secrecy, consultants, etc.	See "Contracts & Agreements", Items 1, 7, 13

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PERSONNEL & PAYROLL

		<u>Total Retention Time</u>
1.	<u>Employment Records -- Salaried Personnel</u> Identity & history records: application, employment contract, salary increases, history of promotion and transfer, termination record	
	<u>For employees With Vested Benefits:</u>	
	• Company copy (original) in Central Personnel/Payroll Department file	Until employee is age 80
	• Local copy in division/department file as needed	T(employment)+5, or less if not useful
	<u>For Employees Without Vested Benefits:</u> (Employed less than 9 yrs. 6 mos.)	
	• Company copy (original) in Central Personnel/Payroll Department file	
	Termination under 45 yrs. of age	Until Employee is age 59
	Termination after age 45	T(employment)+10
	• Local copy in division/department file as needed	T(employment)+5, or less if not useful
2.	<u>Benefit Records -- Salaried Personnel</u> Vested interest in pensions, insurance, stock option, contracts, etc.	
	• Company copy in Central Personnel/Pay- roll Department file	T(vested interest)+6
	• Local copy in division/department file as needed	T(employment)
3.	<u>Employment Records -- Wage Personnel</u> Identity & history records: application, employment history, termination	
	<u>For Employees with Vested Benefits:</u>	
	• Company copy (original) in division or location file	Until employee is age 80
	• Other copies	T(employment)

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PERSONNEL & PAYROLL (Cont.)

		<u>Total Retention Time</u>
	<u>For Employees Without Vested Benefits:</u> <u>(Employed less than 9 yrs. 6 mos.)</u>	
	Company copy (original) in division or location file	
	Termination under 45 yrs. of age	Until employee is age 59
	Termination after age 45	T(employment)+10
4.	<u>Benefit Records -- Wage Personnel</u> Vested interest in pensions, insurance, stock option, etc.	
	Company copy during employment in division or location file	T(employment) with transfer of file to Company copy file
	Company copy after termination in Central Personnel/Payroll Dept. file	T(vested interest)+6
5.	<u>Medical Records, X-Rays, Radiation Exposure</u>	See "Medical", Items 1, 2, 3
6.	<u>Lists of Employees & Descriptive Information</u> <u>Concerning Employees</u> Skills inventory, addresses, memberships & affiliations, distributions, and other factual information (not employment or benefit record)	
	All copies	S
7.	<u>Employee Time Cards, & Related Schedules,</u> <u>Wage Rates, Etc.</u>	
	Company copy in file of responsible office	C+3
8.	<u>Cancelled Payroll Checks & Check Registers</u>	
	Originals in file of responsible office	C+3
9.	<u>Employee Tax Records</u>	
	Federal Income:	
	W-4 form (original) in responsible office file	S+4
	W-2 form (copy) in responsible office file	C+4
	1099 form (copy) in responsible office file	C+4

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PERSONNEL & PAYROLL (Cont.)

		Total Retention Time
	State & Local Income or Earnings, all records in responsible office file	C+4 (unless longer required by statute)
10.	<u>Authorizations for Payroll Deductions -- other than tax</u>	
	Company copy in responsible office file	S+2
11.	<u>Labor Contracts -- Work Papers & Negotiation Records (Also see "Contracts & Agreements")</u>	
	Company copy in division or location file	T(contract)+20
	Other copies	T(contract)+20, or less if not necessary
12.	<u>Local Wage Job Records</u> Bid sheets, seniority lists & other records of contract compliance	
	Company copy in division or location file	T(contract)+20
	Other copies	While useful only
13.	<u>Wage & Salary Rate Schedules</u>	
	Company copy of published or posted statements or representations in issuing office file	S+25
	Other copies	S
14.	<u>Personnel Policy</u> Opinions & published representations	
	Personnel Administration Manual & other company bulletins:	
	Company copy in Central Personnel Department file	S+10
	Other copies	S
	Employee Benefit Plans -- other than pension:	
	Legal background & opinions in Law Department file	S+25
	Published representations:	
	Company copy in issuing office file	T(plan)+25
	Other copies	As "Correspondence", Item 1, 2, 3 or 4

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PERSONNEL & PAYROLL (Cont.)

		Total Retention Time
	Pension Plans:	
	Legal background & opinions in Law Dept. and/or administrating office file	10 yrs. after death of last beneficiary
	Published representations:	
	Company copy in issuing or administrating office file	10 yrs. after death of last beneficiary
	Other copies	As "Correspondence", Item 1, 2, 3 or 4
15.	<u>Payroll Distribution Records</u>	
	Journal entries:	
	Company copy in division accounting department file	C+10 AU(tax)
	Other copies	C+2, or less if not useful
	Payroll Department work papers	C+6 AU(tax)
16.	<u>Tax Summary Reports</u>	
	Company copy in responsible accounting department file	C+6 AU(tax)
	Other copies	C+2, or less if not useful
17.	<u>Statistical, Analytical, Administrative Reports Of Employment</u>	
	Company copy of continuing statistics reports in Central Personnel/Payroll Department file	C+50
	Division/department/plant statistics for local use	C+20
	Other copies	C+1
18.	<u>Conflict of Interest Certification</u> By company personnel	
	Company copy (signature copies of statements) & related records in file of responsible office	C+10
	Other copies	C+1
19.	<u>FICA (Social Security), Federal Unemployment, State Unemployment Taxes</u>	See "Tax"
20.	<u>Salaried Job Descriptions</u>	
	Company copy in issuing office file	S+3
21.	<u>Medical Benefit Records</u>	See "Insurance", Item 5

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PLANNING DOCUMENTS

	<u>Total Retention Time</u>
1. <u>Appropriation & Retirement Requests -- For Executive Committee & Board Action (Above General Manager approval)</u>	
. Company copy of approved requests in Controller's Office file	C+25
. Originating division or staff department copy & work papers of approved & unapproved requests	CP(project)+10, or less if not useful
. Corporate Planning & Evaluation copy & work papers of approved & unapproved requests	C+5, or less if not useful
. Board of Directors & Executive Committee individual copie	While useful
. Other copies of approved & unapproved requests	C+1, or less if not useful
2. <u>Appropriation & Retirement Requests -- At General Manager Level</u>	See "Financial - Capital Expenditures", Item 34
3. <u>Long Range Plans</u>	
. Originating division or staff department copy, work papers & related files	S+5
. Corporate Planning & Evaluation copy, work papers, & related files of summaries & evaluations	S+5
. Other copies, including summaries & evaluations	S, or less if not useful
4. <u>Strategies -- Product, Industry, Market, Customer, etc.</u>	
. Company copy & work papers in originating division file	S+5
. Corporate Planning & Evaluation copy	S+1
. Other copies	S, or less if not useful
5. <u>Forecasts -- Sales, Market, Economic, etc.</u>	
. Company copy in originating or sponsoring office file	S+5
. Other copies	S, or less if not useful

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PURCHASE RECORDS

Total Retention Time

- | | | |
|----|---|---|
| 1. | <u>Contracts, Agreements, Leases, Purchase Orders</u> | See "Contracts & Agreements" |
| 2. | <u>Purchase Requisitions</u> | |
| | Company copy in purchasing department file | Same as purchase order, or less if not useful |
| | Other copies | CP(purchase) |
| 3. | <u>Technical & Commercial Information Pertinent to Purchasing - Specifications, Shipping Requirements</u> | S, or while useful only |
| 4. | Vendor Lists, Vendor Information, Vendor Catalogs, Etc. | S |
| 5. | <u>Purchasing Statistics</u> | |
| | Company copy in Central Purchasing Department file | |
| | Monthly & Quarterly | C+1 |
| | Annual | C+10, or less if not useful |
| | Other copies | C+1, or less if not useful |

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REAL ESTATE

Total Retention Time

1. Deeds, Titles, Policies, Abstracts
And related documents
 - . Company copy in Treasury Department or
Treasury Dept. designated file T(ownership)+10
 - . Other copies T(ownership), or less
if not needed
2. Leases
 - . Company copy in Treasury Department or
Treasury Dept. designated file T(lease)+10
 - . Other copies T(lease), or less
if not needed
3. Tax Documents See "Tax", Item 4
4. Employee Housing Activity Records
 - . Company copy in Central Personnel
file T(activity)+5
 - . Other copies T(activity), or less
if not needed
5. Legal & Tax Opinions See "Legal", Item 2,
& "Tax", Item 2

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SCIENTIFIC & TECHNICAL RECORDS

Total
Retention Time

*1.	<u>Records & Indexes of Experimental Work</u> All original records of scientific, technical and engineering ideas, experimentation or investigation, whether as bound notebooks, log books, data sheets, etc.	
	<u>Original in research laboratory, research office or designated repository</u>	CP+35
	<u>Microfilm:</u>	
	Company copy from all Monsanto Co. & subsidiary labs in CRD Information Center file	C+50
	Local copy in lab, library, or technical information center (jurisdiction of Research Director) file	C+50, or less if not useful
*2.	<u>Evidential Record Essential to Substantiate, Validate or Supplement Experimental Record (e.g., Notebook Entries)</u> -- material specifications, drawings, calculations, analysis & test data, minutes, correspondence, affidavits, purchase orders, invoices, etc.	
	Original, or validated copy, in or maintained with notebooks to every extent possible	CP+35
	Microfilm copy in same reel with pertinent notebook	C+50
3.	<u>Experimental Samples Embodying Innovations of Patent Significance</u> New Chemicals, products, material assemblies, prototypes, etc. - when feasible in light of safety requirements, permanence, etc.	C+40
*4	<u>Record & Index of Experimental Samples</u> Pertaining to preparation, identification, analysis, testing, evaluation, distribution, etc., of:	
	New material - chemicals, products, assemblies, prototypes, etc.	Record & schedule same as Item 1. and Item 2. above
	Improved products - initial preparation in labs, pilot plants & plants	

*See "Uniform Notebook Practices."

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SCIENTIFIC & TECHNICAL RECORDS (Cont.)

		Total Retention Time
	New processes - initial product from lab, pilot plant & plants	
	Materials supplied - to customers, government, or other outside party for testing or evaluation	
	Materials received - from outside parties for testing or evaluation	
5.	<u>Sample Recording Control (SRC)</u> Physical-Chemical data of new research materials	
	Original copy of sample announcement and updating or extending information in CRD Information Center file	C+35
	Microfilm in CRD Information Center file	C+50
	Microfilm in other libraries & information centers	C+50, or less if not useful
*6.	<u>Experimental Project Planning</u> Recording inception, intent, continuity and relationship of experimental & developmental projects - minutes, plans, memos, etc.	
	Company copy in originating office file if not notebook record	C+20
	Patent Department copy in patent disclosure & application file	See "Patent, Trade-mark & Copyright", Item 1
	Other copies	As "Correspondence", Item 1, 2, 3 or 4
7.	<u>Experimental Project Reports</u> All labs, pilot plants and other experimental facilities Periodic Progress Reports:	
	Originating office copy	Until interim or final report
	Company copy, all reports, in CRD Information Center file	With interim or final report

*See "Uniform Notebook Practices."

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SCIENTIFIC & TECHNICAL RECORDS (Cont.)

Total
Retention Time

	Patent Department copy	As "Correspondence", Item 1, 2, 3 or 4
	Division and/or local library or technical information center copy	With interim or final report
	Other copies	As "Correspondence", Item 1, 2, 3 or 4
	Interim or Final Reports:	
	Originating office copy, work papers & drafts	C+1
	Company & circulating copy, all reports, in CRD Information Center file	Original C+35 Microfilm C+50
	Division and/or local library or informa- tion center file	C+35, or only while useful
	Other copies	2 months
8.	<u>Engineering Technical Reports</u> Technology of value, not specific capital addition or improvement project	
	Company & circulating copy in CED Technical Information Center file	C+35
	Originating office copy, work papers & drafts	CP+1
	Other designated local library or technical information center file	C+35, or less if not useful
9.	<u>Facility Project Engineering Manual</u> Description, design, instructions, etc., for capital addition, improvement projects	
	Installed Projects & Any Subsequent Revisions:	
	Company copy in CED Technical Information Center file	T(facility)+10
	Division and plant copy	T(facility)
	Other copies (Construction)	CP(facility)+1
	Abandoned Projects:	
	Company copy in CED Technical Informa- tion Center (if project report assembled) file	T(project)+10
	Relevant work papers if project report not assembled	T(project)+5

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SCIENTIFIC & TECHNICAL RECORDS (Cont.)

		Total Retention Time
10.	<u>Facility Engineering Drawings</u>	
	Company file of tracings, microfilm or copies in CED Technical Information Center, division, or plant file	T(facility)+10
	Other copies	T(facility), or less if not useful
	Patent Department copy as necessary in disclosure, application, etc., file	See "Patent, Trade-mark & Copyright", Item 1
11.	<u>Process or Facility Operating Manuals</u>	
	Company copy in responsible office (division, plant, CED Technical Information Center, or other) file	S+20
	Other copies	S
12.	<u>Facility Equipment & Machinery Information & Data (Non-Accounting - Property Record) -- Source, technical data, parts lists, maintenance instructions, operating history, etc.</u>	
	Information concerning installed (and spare) equipment in plant, lab or other office file as necessary	T(facility)
	Vendor catalogs, brochures, quotations, etc.	S
13.	<u>Product Project Engineering Manuals</u> Description, design, instructions, etc., for manufacture of fabricated, or assembled, products	
	Company copy in responsible office file (division, plant, information center, or other)	T(product)+10
	Other copies	T(product), or less if not useful
14.	<u>Product Engineering Drawings</u>	
	Company copy of tracings, prints, microfilm in responsible office (division, plant, information center, or other) file	T(product)+10
	Patent Department copy as necessary in disclosure, application, etc., file	See "Patent, Trade-mark, etc." Item 1

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SCIENTIFIC & TECHNICAL RECORDS (Cont.)

		Total Retention Time
	Other copies	T(product), or less if not useful
15.	<u>Technical Information & Data</u> For research, engineering, development assistance -- not specific to Monsanto project, facility, product, or proprietary know-how, and not library material	
	All copies	S, or while useful only
16.	<u>Speeches & Papers</u>	See "Communications", Item 4
17.	<u>Scientific & Technical Society Participation</u>	
	Personal interest	As needed by individual
	Company assigned interest	As "Correspondence", Item 1, 2, 3 or 4
18.	<u>Computer Activity</u>	See "Computers & Data Processing"
19.	<u>Patent Activity</u>	See "Patent, Trade- mark & Copyright"
20.	<u>Know-How Acquisition</u>	See "Contracts & Agreements", Items 1, 12, 13
21.	<u>Consulting Agreements</u>	See "Contracts & Agreements", Items 1 & 12

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SHIPPING & TRANSPORTATION

		Total Retention Time
1.	<u>Leases</u> Shipping, storing & transportation equipment -- cars, trucks, barges, ships, containers, tanks, warehouses, tracks, etc.	
	Company copy in Distribution Dept. file	T(lease)+6
	Law Department copy	T(lease)+6, or less if not useful
	Other copies	T(lease)+1, or less if not useful
2.	<u>Transportation Equipment & Facility Records</u> Specifications, drawings, technical data, etc. -- owned or leased equipment	
	Company copy in Distribution Dept. file	T(equipment)+6
	Other copies	T(equipment), or less if not useful
3.	<u>Technical Data, Specifications & Other Information Concerning Products & Raw Materials -- Pertinent to Distribution</u>	
	Distribution Dept. or other responsible group file	S
4.	<u>Rate, Route, Classification Negotiations</u> For establishment or adjustment -- federal, state, county, municipal -- of freight movements	
	Company copy in Distribution Dept. file	T(movement)+6
	Other copies	T(movement), or less if not useful
5.	<u>Operating Authorities</u> From federal, state, county & municipal agencies	
	Company copy in Distribution Dept. file	T(authority)+3
	Other copies	T(authority), or less if not useful
6.	<u>Tariff Schedules</u> Interstate, state & municipal	
	Company copy in Distribution Dept. file	S+3
	Other copies	S, or less if not useful
7.	<u>Rate-Route Files</u> Cards, master files, etc.	

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SHIPPING & TRANSPORTATION (Cont.)

Total
Retention Time

	. Company copy in Distribution Dept. file	S+3
	. Other files	S, or less if not useful
8.	<u>Bills of Lading</u>	
	Company copy:	
	. Domestic in responsible office file	C+3
	. Export in responsible office file	C+3 AU(tax)
	Other copies, if retained:	
	. Domestic in any file	C+3, or less if not useful
	. Export in any file	C+3, or less if not useful
9.	<u>Claims, Freight Charges</u>	
	<u>Over/under charges under legal tariffs</u>	
	. Original claim card	C+6 AU(tax)
	. Company copy in Distribution Dept. file	CP(settlement)+3
	. Other copies	CP(settlement)
10.	<u>Claims, Damage -- to shipments, to property, and monetary other than 9. above</u>	
	. Original Claim card	C+6 AU(tax)
	. Company copy in Distribution Dept. File	CP(settlement)+3
	. Other copies	CP(settlement)
11.	<u>Shipping Notices</u> (See "Financial", Item 2)	
	. Company copy in Billing Dept. file	C+2
	. Other copies	C+2, or less if not useful
12.	<u>Receiving Reports</u>	
	. Company copy in Accounts Payable voucher file	C+6 AU(tax)
	. Other copies	C+2, or less if not useful

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SHIPPING & TRANSPORTATION (Cont.)

		<u>Total Retention Time</u>
13.	<u>Freight Payment</u>	
	. Company copy in Accounts Payable voucher file	C+6 AU(tax)
	. Other copies	C+3, or less if not useful
14.	<u>Statutes & Regulations Governing Transportation, Also Opinions & Other Records of Guidance</u>	
	. Company copy in Distribution Dept. file	S+6
	. Other copies	S, or less if not useful
15.	<u>Duty Drawback Claim</u> -- records concerning manufacture, sale, shipping of material manufactured from duty-paid raw materials	
	. Company copy in office administrating claim	CP(claim payment)+3
16.	<u>Materials Manufactured & Shipped Under Food & Drug Administration (or other agency) Control</u>	See "Manufacturing," Item 13

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TAX

Total
Retention Time

1. Federal Corporate Income Tax
Copies of returns, agent reports, waivers of statute of limitations, work papers, etc.
 - . Company copy in Treasury Dept. file C+100
 - . Other copies While useful only
2. Tax Rulings & Opinions
 - . Company copy in Treasury Dept. file S+25
 - . Other copies & excerpts As "Correspondence", Item 1, 2, 3 or 4
3. Disqualifying Stock Disposition Cards
 - . Company copy in Treasury Dept. file C+5 AU(tax)
4. Real Estate & Personal Property
 - . Company copy in Treasury Dept. file
 - Returns C+50
 - Valuation data C+20
 - Tax receipts C+50
 - . Other copies While useful only
5. State Income & Franchise Tax Records
Returns & work papers
 - . Company copy in Treasury Dept. file C+100
 - . Other copies While useful only
6. Sales & Use tax Records
 - . Company copy in Treasury Dept. File
 - Returns C+50
 - Tabulations C+6
 - Exemption Certificates T(exemp.)+5
 - . Other copies While useful only

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TAX (Cont.)

Total
Retention Time

7.	<u>Federal Personal Income Tax Records</u> On Forms W-2, W-4, 1099 & related records	C+4
8.	<u>State & Local Personal Income or Earning Tax Records</u>	C+6
9.	<u>FICA (Social Security) Records</u>	
	Company copy in Treasury Dept. file	
	Detail	C+10
	Return	C+50
10.	<u>Federal Unemployment Tax Return</u>	
	Company copy in Treasury Dept. file	C+50
11.	<u>State Unemployment Tax Return</u>	
	Company copy in Treasury Dept. file	C+50
12.	<u>Tax Opinions, Studies, Etc.</u> For acquisition, merger, employee benefit programs, pensions, etc.	
	Company copy in Treasury Dept. file	S+25
	Other copies & excerpts	As "Correspondence", Item 1, 2, 3 or 4
13.	<u>Federal Lubricating Certificates</u>	
	Company copy in Treasury Dept. file	T(exemp.)+5
14.	<u>Inspection Fee Returns</u>	
	Company copy in Treasury Dept. file	C+6
15.	<u>Federal & State Gasoline, Motor Fuel & Lubricating Oils Tax Returns</u>	
	Company copy in Treasury Dept. or other originating office file	C+50
16.	<u>State Oil & Gas Production & Severance Tax Returns</u>	
	Company copy in Treasury Dept. or other originating office file	C+50

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