

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1361A	PAGE	1
PRODUCTION OR PLANT		DATE DECEMBER 1995			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS		CODE	
Accident and Emergency Response Records		1			
Accident Reports		1			
Activity Reports		1			
Air Pollution Reports		Current year		DC	
Bills of Material		Permanent		NP	
Biochemical Product Report		Retain until revised		DC	
Business Team Meeting Reports and Minutes		4		DC	
Capital Authorizations		10		DC	
Capital Forecasts		5		DC	
Depth Surveys, Safety and Loss Prevention		Retain until revised		DR	
Emergency Response Data		1		DC	
Engineering Blueprints, Plant		Life of plant		DC	
Engineering Progress Report		1		DC	
Equipment Specifications		Life of equipment + 4		DC	
Ethyl-Alcohol, 95% 2-B, Record of Receipt, Consumption and Inventory		3		DC	
Fire Reports		1		DR	
Flow Sheets		Life of plant		DCT	
Goals (O.G.P.)		5		DC	
Grounding Inspection Report		Current copy		DR	
Grounding Inspections		Current inspections		DR	
Incident Reports		1			
Income Statements, Adjusted (Retain DECEMBER copy only)		5		DC	
Injury Report, Lost Time		1		DC	

NOTE: Each record named above is classified and coded with a proprietary or not classified code as follows: NP - Not Classified
DR - Restricted for use within Dow DC - Dow Confidential DCT - Dow Controlled # - Subject matter to determine classification

THE DOW CHEMICAL COMPANY

DO A 030630
CONFIDENTIAL

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1361A	PAGE	3
PRODUCTION OR PLANT			DATE DECEMBER 1995		
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS		CODE	
Plant Health Audits -- Master Copy, U.S. Operations		Until superseded, or maximum of 20 years, whichever is sooner.		DR	
Plant Inventory		1			
Pollution Control Bonds		Life of bond		DC	
Pre-Manufacturing Notices Records					
Documentation of R&D Exemption from PMN's		5 from <u>final</u> date of manufacture under exemption.		#	
- Qualifications of Supervisors of R&D					
- Information used to determine health and environmental warnings					
- Documentation of all notifications of health risks					
- Analysis of amounts necessary for R&D					
- Documentation of amounts made, stored, used, disposed of etc.					
PMN's		10		#	
PMN Information Documentation		*5 from commencement of commercial manufacture		#	
* All information in a PMN must be documented. This includes data merely required to be described in the PMN (e.g. K-Screening), and sources of information in the PMN (e.g. production volume estimates and marketing plans). In addition, we must also keep documentation of production volume for the first three years of production and the date of commencement of manufacture or import.					
Pressure Vessel Records		Life of equipment		DC	
Pressure Vessel Summary		1		DC	
Procedures, Operating		Current copy		DC	
Production History for Each Cell Anode Chlorine Cells		10 after disposal of the last component of a vintage account.		DC	
Production Plant History, Monthly		3		DC	
Production History for Each Cell Anode Cell Manufacturing		Life of equipment + 2		DC	

NOTE: Each record named above is classified and coded with a proprietary or not classified code as follows: NP - Not Classified
DR - Restricted for use within Dow DC - Dow Confidential DCT - Dow Controlled # - Subject matter to determine classification

THE DOW CHEMICAL COMPANY

DO A 030631
CONFIDENTIAL

DOW RECORDS RETENTION SCHEDULE

MAJOR FUNCTION		SECTION NUMBER	1361A	PAGE	5
PRODUCTION OR PLANT		DATE			
		DECEMBER 1995			
RECORD NAME	Preferred Storage Media	CURRENT YEAR PLUS TOTAL RETENTION IN YEARS			CODE

Training Record
In-Plant Training Records

3

TSCA Section 5(e) Order Records

5

TSCA SNUR Records

5

Utilities Report

Current year

DR

Visitors Records

3*

NP

* If it contains a hold harmless or indemnity statement and signature the retention is 40 years + the current year.

NOTE: Each record named above is classified and coded with a proprietary or not classified code as follows: NP - Not Classified
DR - Restricted for use within Dow DC - Dow Confidential DCT - Dow Controlled # - Subject matter to determine classification

THE DOW CHEMICAL COMPANY

DO A 030632
CONFIDENTIAL