

1993 CONOCO INC. RECORDS
RETENTION/DESTRUCTION
POLICY

Topic: Policy Statement

POLICY STATEMENT

Program Objectives--Records shall be retained for as long as needed for company business, or longer if needed for legal, tax, audit or archival purposes. When these needs have been met, the records shall be promptly destroyed. Program benefits include: cost savings, improved access to valuable information, consistency in records destruction, legal compliance and compliance during litigation, government investigation, or audit.

Definition of Records--Records include all paper, microfilm, microfiche, electronic or other information media created or received by the company in the course of its business.

Ownership of Records--All records received or created in the course of company business are company property and do not belong to departments or individuals.

Retention of Records--The company, through the Records Retention Committee, decides how long to retain its records, where to retain them and when to destroy them.

Records Retention Committee--This committee has been appointed by management to make final decisions on retention of records. Staff work of the committee channels through the Corporate Records Manager. The Records Retention Committee is responsible for 1) reviewing and approving revisions to the Record Retention Schedule, 2) verifying the eligibility of records for destruction in the absence of an approved retention schedule, 3) verifying the vital and confidential nature of specific financial and operating records, 4) approving procedures for the disposition of records and 5) approving specific microfilming applications in light of considerations such as legality.

Records Management Guide--The committee records its decisions in the Conoco Records Management Guide. The guide contains policies and procedures along with the retention schedules and is available on the Executive Information System (EIS).

Responsibilities--Each employee is responsible for adhering to Conoco's records management policies. Each department will assign a records coordinator who is responsible for 1) implementing the Records Management Program in their specific area, 2) approving and submitting retention schedule revisions to the committee, 3) ensuring records specialists have updated records management guidelines and are trained in proper records management procedures, 4) reporting annual compliance to the Records Retention Committee and 5) maintaining Records Destruction Certificates.

The Corporate Records Manager is responsible for 1) chairing and providing staff support for the Records Retention Committee, 2) communicating with departmental records coordinators and managers concerning records management policies and procedures, 3) preparing draft retention schedules for review by the Records Retention Committee, 4) maintaining the Records Management Guide, 5) coordinating Hold Orders and 6) providing training in records management.

Annual Compliance--Each Records Coordinator reports to the committee within two months after fiscal year end that retention schedules are being followed.

Suspension of Destruction (Hold Order)--Under emergency conditions, the Records Retention Committee may authorize suspension of destruction for specified records. Such suspensions shall be in force until written notification lifting the suspension has been received.

Topic: ?

ADMINISTRATIVE RECORDS

2/11/93

ASSOCIATIONS	
PROFESSIONAL/INDUSTRY/SOCIAL/CIVIC DELEGATES, CORRESPONDENCE, DUES, MEETINGS, MEMBERSHIP INFORMATION, NEWSLETTERS, PERIODIC REPORTS	ACTIVE + 2Y
AWARDS/CITATIONS	
OSHA SAFETY, PRESIDENTIAL, ENVIRONMENTAL, MARKETING EXCELLENCE	5Y
CHARITABLE AND PHILANTHROPIC ACTIVITIES	
CONTRIBUTIONS/DONATIONS/GIFTS	UFTA
RECORDS OF ACTIVITIES	3Y
CORRESPONDENCE	
GENERAL	
DICTATION NOTEBOOKS & TRANSCRIBING TAPES	MAX 1Y
DUPLICATE/MULTIPLE COPIES OF INTERDEPARTMENTAL OR OTHER COMPANY CORRESPONDENCE	MAX 1Y
FORM LETTERS WHICH REQUIRE NO FOLLOW-UP	MAX 1Y
LETTERS AND NOTES WHICH REQUIRE NO ACKNOWLEDGEMENT OR FOLLOW-UP, SUCH AS NOTES OF APPRECIATION, CONGRATULATIONS AND PLANS FOR MEETINGS	MAX 1Y
LETTERS OF GENERAL INQUIRY AND RESPONSES WHICH COMPLETE A CYCLE OF CORRESPONDENCE AND HAVE NO VALUE BEYOND POSSIBLE REFERENCE FROM THE CORRESPONDENT WITHIN A REASONABLE PERIOD OF TIME	MAX 1Y
LETTERS REQUESTING SPECIFIC ACTION SUCH AS NAME/ADDRESS CHANGE, OR COMPLAINTS WHICH HAVE NO FURTHER VALUE AFTER CHANGES ARE MADE OR ACTION IS TAKEN	MAX 1Y
OTHER LETTERS OF NON-ESSENTIAL SUBJECT MATTER OR WHICH REQUIRE NO FURTHER ACTION OR REFERENCE	MAX 1Y
SIMILAR LETTERS WHICH MIGHT BE REFERRED TO SHORTLY AFTER THEY ARE RECEIVED OR WRITTEN, BUT WHICH CEASE TO HAVE VALUE UNLESS FURTHER IMMEDIATE CORRESPONDENCE ENSUES	MAX 1Y
TELEGRAM & TELETYPE MESSAGES	MAX 1Y

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SPECIFIC SUBJECT	
CORRESPONDENCE RELATING TO SPECIFIC SUBJECT (ALL ITEMS CARRY THE SAME RETENTION AS THE SOURCE DOCUMENT)	SAME AS SOURCE DOCUMENT
DRAFTS	
DRAFTS--(PRELIMINARY CORRESPONDENCE, PROPOSALS, CONTRACTS, ETC. OF ANY NATURE)	1Y AFTER FINALIZED
FORMS--COMPLETED	
CORPORATE FORMS (BY FORM NUMBER)	SEE CONOCO FORMS (IN APPENDIX)
GENERAL AUTHORITY LIMITATIONS	
AUTHORITY LIMITATIONS DOCUMENTATION	UNTIL SUPERSEDED
AUTHORITY DELEGATION DOCUMENTATION/LETTERS	
AUTHORITY DELEGATION DOCUMENTATION/LETTERS	ACTIVE + 1Y
GENERAL OFFICE	
ADMINISTRATIVE WORKING FILES, ANNUAL REPORTS--OTHER COMPANIES, APPOINTMENT BOOKS, CALENDAR--DESK AND OFFICE, CONFERENCE ROOM SCHEDULING, DIARIES, READING/REFERENCE/CHRONOLOGICAL FILES, RESERVED PARKING, TELEPHONE MESSAGE LOGS, ETC.	1Y
MAILING AND DISTRIBUTION DOCUMENTATION	
LISTS, RECEIPTS (CERTIFIED, REGISTERED, INSURED, POSTAGE-DUE), ETC.	ACTIVE + 1Y
MEETINGS	
ATTENDEES, BUDGET/COST, DATES & NOTICES, MINUTES, MISC. PLANNING INFO., PROGRAMS/AGENDAS	3Y
ORGANIZATION CHARTS	
ORGANIZATION CHARTS	ACTIVE + 2Y
ORGANIZATION PLANS, GOALS & OBJECTIVES	
MISSION STATEMENTS, OPERATING GOALS & OBJECTIVES, WORK PLANS, ETC.	ACTIVE + 1
POLICY, PROCEDURES, GUIDELINES & DIRECTIVES	
BUSINESS ETHICS	ACTIVE + 2Y
POLICIES & PROCEDURES MANUALS--	
FINANCIAL	UFTA
OTHER	ACTIVE + 2Y
POLICY & PROCEDURES POSITION PAPERS	
FINANCIAL	UFTA
OTHER	ACTIVE + 2Y

RECORDS RETENTION MANUAL	ACTIVE + 3Y
PRESENTATIONS/SPEECHES	
PRESENTATIONS OR SPEECHES,	5Y
CONOCO AUTHORED PAPERS	
PROGRAMS & ACTIVITIES/INITIATIVES	
BUSINESS	
PROGRAMS (VAN POOL, VOLUNTEER,	ACTIVE + 3Y
CONOCO CLUB, CEA, ETC.), SUMMER	
INTERNS, RECYCLING	
CIVIC/COMMUNITY AFFAIRS	
ANNUAL CONOCO-SPONSORED PROJECTS,	ACTIVE + 3Y
COMMUNITY PUBLIC RELATIONS--CONOCO	
INVOLVEMENT, CONOCO VOLUNTEER	
ACTIVITIES, OUTSIDE ACTIVITIES AS	
V.P. & REGIONAL COORDINATOR,	
SPECIAL CONOCO-SPONSORED	
PROMOTIONS, ETC.	
PUBLIC RELATIONS	
ARTWORK/PHOTOS	
HISTORICAL	PERM
ROUTINE	ACTIVE
MEDIA (PRESS, TV, RADIO, MAGAZINES)	
MEDIA COMMUNICATION,	ACTIVE + 1Y
ARTICLES, PRESS CONFERENCES & TOURS	
KITS/PACKETS, MODEL RELEASES &	
PHOTOGRAPHER'S RELEASES, PUBLICITY	
PHOTOGRAPHS, ETC.	
NEWS RELEASES - ISSUED	PERM
PUBLICATIONS	
COMPANY-WIDE (CAPSULE COMMENTS,	PERM
CONOCO WORLD, PONOCOAN)	
PERIODICALS, SUBSCRIPTION ORDERS	ACTIVE
AND RENEWALS, BOOKS, DEPARTMENTAL	
NEWS, DIRECTORIES (TELEPHONE,	
EMPLOYEE, DEPARTMENTAL),	
NEWSLETTERS, OFFICE SUPPLY	
CATALOGS, ETC.	
RECORDS MANAGEMENT	
DESTRUCTION DOCUMENTATION--ALL	
DESTROYED RECORDS DOCUMENTATION	PERM
(DESTROYED DOCUMENTS INDEX, RECORD	
DESTRUCTION DOCUMENTATION, RECORDS	
DESTROYED AFTER APPROVAL, ETC.)	
SPECIAL HOLD DOCUMENTATION	
SUSPENSIONS/SPECIAL HOLDS	AS REQUIRED
STORAGE DOCUMENTATION	
INDEXES, INVENTORY, TRANSFER	ACTIVE
DOCUMENTATION, ETC.	

VITAL RECORDS DOCUMENTATION REFER TO DEFINITION OF VITAL RECORD IN RETENTION GUIDE	SEE SPECIFIC RECORD FOR RETENTION
PORTS/STUDIES/FORECASTS ACTIVITY/PERIODIC PERFORMANCE REPORTS	ACTIVE +1Y
ENVIRONMENTAL	5Y
HEALTH AND SAFETY	ACT + 5
HUMAN RESOURCES	ACT + 2
LEGAL	ACT + 5 OR AS REQUIRED BY PERMIT
OPERATIONS RECORDS OF A GENERAL NATURE RELATING TO RESPECTIVE ORGANIZATIONAL FUNCTIONS	ACTIVE (IT IS RECOMMENDED THESE RECORDS BE REVIEWED EVERY 5 YEARS TO DETERMINE CONTINUED VALUE)
REGULATORY	3Y OR AS REQUIRED BY PERMIT
TAX	UNT SUPER OR OB
SCHEDULES VACATION, WORK, ETC.	ACTIVE + 1
SECURITY SITE SECURITY VISITOR REGISTRATION, IDENTIFICATION BADGE & SECURITY CLEARANCE, KEYS ASSIGNED & LOCK NUMBERS, VEHICLE DESCRIPTION & STICKER NUMBER	ACTIVE + 1
THEFT/LOSS ROBBERY, DAMAGE, STOLEN/LOST, TRADE SECRETS, EMPLOYEE THEFT, THEFT/EMBEZZLEMENT OF COMPANY PROPERTY, ETC.	UFTA
TRAINING MANUALS	ACTIVE
TRANSMITTALS TRANSMITTAL LETTERS--NONTECHNICAL	ACTIVE
TRAVEL FLIGHT SCHEDULES, HOTEL GUIDE, MAPS, PASSPORT/VISA INFORMATION, TRAVEL & RESERVATION BULLETINS, TRAVEL ARRANGEMENTS, TRAVEL ITINERARIES, ETC.	ACTIVE
VEHICLE DOCUMENTS CERTIFICATES OF COMPLIANCE	ACTIVE + 1Y
CERTIFICATION, MAINTENANCE, PURCHASE & SALE RECORDS, SPECIFICATIONS, VEHICLE LEASING,	LIFE OF CONTRACT + 4Y

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PERMITS, ETC.

REGISTRATION RECORDS, TITLE, ETC.

ACTIVE

ACTIVITY

DISPATCH LOGS, MILEAGE RECORDS,
TRIP RECORDS, FUEL RECEIPTS, LOAD
SHEETS, WEIGHT TICKETS, SCHEDULE,
ETC.

ACTIVE + 1Y

DRIVER INFORMATION

DRIVER RECORD OF DUTY, DRIVER'S
QUALIFICATION RECORDS, DRIVER'S
REPORTS, ETC.

ACTIVE + 3Y

DRIVER'S LOGS

6 MONTHS

WORK ORDERS

SEE FACILITY--WORK ORDERS

CONOCO CORPORATE RECORDS

8/24/92

BOARD OF DIRECTORS

COMPENSATION

5Y

EVENT PLANNING INFORMATION

2Y

MEMBERSHIP

PERMANENT

MINUTES AND AGENDAS

PERMANENT

NOTICES

2Y

PHOTOGRAPHS OF: DIRECTORS,
MEETINGS, AND EVENTS

3Y

RESOLUTIONS

PERMANENT

CAPITAL STOCK

CERTIFICATES

ACTIVE + 20Y

LEDGERS

PERMANENT

PURCHASES

6Y

RECORDS

5Y

REGISTERS

ACTIVE + 6Y

SALES

6Y

TRANSFERS

6Y

STOCKHOLDER MEETINGS

AGENDAS

5Y

MINUTES

PERMANENT

PRESS RELEASES

3Y

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PROXIES	5Y
SECURITY ISSUES	ACTIVE + 1Y
STOCKHOLDER RELATIONS	
CORRESPONDENCE, LISTINGS OF STOCKHOLDERS, STOCKHOLDER INFORMATION (NOTE: DO THESE RECORDS EXIST FOR SURE? CONOCO HAS TO CHECK WITH LEGAL.)	5Y
CORPORATE DOCUMENTS/INSTRUMENTS	
ANNUAL REPORT, PERMITS	PERMANENT
ASSUMED NAME, INCORPORATION, BORDER CROSSING, ASSUMED NAME CERTIFICATES	ACTIVE + 6Y
BIOGRAPHICAL INFORMATION--OFFICERS	ACTIVE + 5Y
BY-LAWS & AMENDMENTS	PERMANENT
CERTIFICATES/ARTICLES OF INCORPORATION & AMENDMENTS	PERMANENT
CHARTERS & AMENDMENTS	PERMANENT
CORPORATE CALENDAR	ACTIVE + 1Y
CORPORATE DIRECTORY	ACTIVE + 1Y
ORGANIZATIONAL BULLETINS	ACTIVE + 2Y
POWER OF ATTORNEY	PERMANENT
QUALIFICATIONS TO DO BUSINESS	ACTIVE + 6Y
SEAL	ACTIVE
HISTORICAL DOCUMENTATION	
EVENTS	PERM
MARLAND OIL CO.	PERM
MERGERS/TAKE-OVERS, ETC.	PERM
PHOTOS/NEGATIVES	PERM
PLANNING & ANALYSIS	
BUDGETS ANALYSES (DOCUMENTATION RELATING TO CORPORATE BUDGETS, LONG RANGE & SHORT RANGE PLANS, FEASIBILITY, SPECIAL BUDGET ITEMS, EXPANSION, CUTBACKS)	ACTIVE + 5Y
ECONOMIC ISSUES (SUCH AS: CONSUMER PRICES, DEMAND, DEMOGRAPHICS, OUTLOOK, PERFORMANCE, PRODUCTIVITY, GROWTH, TAXATION, ECONOMIC POLICY)	ACTIVE + 5Y

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FINANCIAL ANALYSES (SUCH AS: ACQUISITIONS, DISPOSITIONS, CONTRACT REVIEWS, QUESTIONNAIRES, SURVEYS)	ACTIVE + 5Y
INDUSTRY AFFAIRS DOCUMENTATION (SUCH AS: ENERGY OUTLOOK, ENERGY CRISIS, POLICY, GEOTHERMAL DATA, TRENDS, PETROLEUM INDUSTRY, PERFORMANCE, STATS)	ACTIVE + 5Y
INTERNATIONAL (DOCUMENTATION RELATING TO COUNTRIES, CONTINENTS, REGIONS)	ACTIVE + 5Y; EXCEPTION: LIBYA--10Y
POLITICAL ANALYSIS DOCUMENTATION (SUCH AS: LEGISLATION, COUNTRY POLITICS, POLITICIAN STANDS, POLITICAL RISKS)	ACTIVE + 3Y
REGULATORY DOCUMENTATION (RELATING TO: DEREGULATION, INDIAN LAND USE, REGULATIONS, OIL IMPORTS RESTRICTIONS, & FEES)	ACTIVE + 5Y
STRATEGIC PLANNING	ACTIVE + 5Y
HISTORICAL DOCUMENTATION BUSINESS PERFORMANCE, COST & EFFICIENCY, PLANT PERFORMANCE, COMPETITIVENESS, ETC.	PERM

LEGAL RECORDS

8/25/92

AFFIDAVITS

ACTIVE + 5Y

ANTITRUST

ANTITRUST COMPLIANCE, HART-SCOTT- RODINO REPORTING, ETC.	10Y
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BOYCOTT DOCUMENTATION

BOYCOTT QUESTIONNAIRES, COMPLIANCE REPORTS, ANTIBOYCOTT LEGISLATION, ETC.	10Y
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CLAIMS

BANKRUPTCY, CAGC, DISABILITY PAY, GAS LEASE, INSURANCE, MECHANICS LIEN, MINERAL LEASE, PIPELINE, COLLECTION OF ACCOUNTS, DEATH, EMINENT DOMAIN, OIL LEASES, PROPERTY DAMAGE, REAL ESTATE, SECURITY INVESTIGATIONS, ETC.	ACTIVE + 4Y
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COMMITTEES

POLITICAL ACTION, SPECIAL GOVERNMENT, EMPLOYEE GOOD GOVERNMENT FUND, ETC.	ACTIVE + 5Y
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CONTRACT ADMINISTRATION	
BRIEFS, CHECKLISTS, GUIDELINES, INSTRUCTIONS	ACTIVE + 6Y
CONTRACTS/AGREEMENTS/ASSIGNMENTS	
ALL OTHER	ACTIVE + 4Y
FRANCHISE/JOBBER	ACTIVE + 10Y
GAS	ACTIVE + 5Y
GAS PLANT	ACTIVE + 10Y
GAS--LOUISIANA	ACTIVE + 10Y
MERGER	PERMANENT
REAL ESTATE	PERMANENT
RENTAL AGREEMENT (NOT INCLUDING REAL PROPERTY FOR RETAIL, WHOLESALE, OR EXPLORATION ACTIVITIES)	ACTIVE + 5Y
RIGHT-OF-WAY (SEE: UPSTREAM--LAND & ACQUISITIONS)	
STOCK	ACTIVE + 5Y
DISOLUTIONS/DIVESTITURES	
	PERMANENT
EXPLORATION/PRODUCTION	
LEASE DEMANDS	
	ACTIVE + 3Y
GARNISHMENTS	
ASSIGNMENT OF WAGES, DIVORCE ACTION, WAGE EARNER PLAN, ETC.	ACTIVE + 2Y
LIENS	
BANKRUPTCY, ETC.	ACTIVE + 5Y
LITIGATION	
SUBPOENA	
	ACTIVE + 2Y
NOTARY PUBLIC	
	ACTIVE + 2Y
PATENT/COPYRIGHT/TRADEMARKS	
	ACTIVE + 1Y
PERMITS (SEE CONOCO CORPORATE--CORPORATE DOCUMENTS/INSTRUMENTS)	
POWERS OF ATTORNEY (SEE CONOCO CORPORATE)	
REGULATIONS/LEGISLATION	
COMMENTS, TESTIMONIES, LOBBYING ACTIVITIES, PROPOSED AND INACTIVE	ACTIVE + 2Y

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LEGISLATION AND REGULATIONS, ETC.

REGULATORY

PIPELINE DEREGULATION AND TARIFF
SETTLEMENTS, PIPELINE TARIFF
PROTEST, FERC PROCEEDINGS, ICC
PROCEEDINGS, ETC.

ACTIVE + 5Y OR AS REQUIRED BY
SETTLEMENT

TITLES/DEEDS

PERMANENT

ENGINEERING RECORDS

1/29/93

CONSTRUCTION DOCUMENTATION

ARCHITECTURAL, CIVIL, ELECTRICAL,
FOUNDATIONS & STRUCTURAL,
INSTRUMENTATION, PROPRIETARY INFO,
TANK CONSTRUCTION BURIED/STORAGE,
TERMINAL EQPMT/ASSET UPGRADING,
TERMINAL MODIFICATION PROJ, PILE
DRIVING, CERTIFICATES, SITE
QUERIES

LIFE OF FACILITY + 10Y

CONTRACTORS

BID DOCUMENTATION, CERTIFICATE OF
INSURANCE, EQUIPMENT & MATERIALS--
EVALUATION/APPROVAL, PATRONAGE,
PREQUALIFICATION, MANHOURS
REPORTS, RATE SCHEDULES, ETC.

ACTIVE + 4Y

OST DOCUMENTATION

COST RECORDS

SEE SPECIFIC ITEM, PROJECT,
ETC. FOR RETENTION

DESIGN

DESIGN DOCUMENTS (DRAWINGS,
DIAGRAMS, PHOTOS, SURVEYS, MAPS,
ETC.)

LIFE OF FACILITY + 6Y

SCHEDULES

SCHEDULES (DRAFTING, ENGINEERING
LOG, ENGINEERING, JOB SEQUENCE,
MAINTENANCE, PIPING, PROJECT,
COMPLETION, DESIGN, ETC.)

ACTIVE

STANDARDS/SPECIFICATIONS

INSTRUMENTATION,
MECHANICAL/PIPING, TECH STANDARDS,
ELECTRICAL DETAILS, RESTRICTIONS,
DESIGN, PUMP CURVES, WELDING
PROCEDURES, PERFORMANCE CURVES,
PRESSURE VESSEL INFO, NEW STORE
CONSTR, CONTROL PANELS, ETC.

LIFE OF FACILITY + 6Y

TESTING/INSPECTION DOCUMENTATION

CODE CERTIFIED--MILL TESTS,
ANALYSIS OF STRESS IN PIPELINES,
BUTANE SPHERE--SOILS, CONTRACTOR
CERTIFICATION, ENG TESTING CENTER--
SUPPLY & TRANSP, SHELL & TUBE HEAT

LIFE OF FACILITY + 6Y

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EXCHANGERS, DRILLING SOIL, WELDER,
ETC.

RESEARCH RECORDS

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ANALYSIS DOCUMENTATION

ACTIVE

TECHNICAL DOCUMENTATION

DRAWINGS, INSTRUCTIONS, JOINT
VENTURE--TECHNOLOGY, LAB LOGS, LAB
NOTEBOOKS, PROCESS/METHODS,
PUBLICATIONS (CONOCO RES.
PAMPHLETS, BOOKS, NEWSLETTERS,
ABSTRACTS, INDICES, JOURNALS
(BOUND & UNBOUND), PAPERS), TSR'S,
ETC.

UNTIL SUPERSEDED

TEST DOCUMENTATION

PRODUCT TESTING, CALIBRATION
DOCUMENTATION, PRODUCT/CRUDE
BLENDING CALCULATIONS, ROAD TESTS,
STANDARDS, ETC.

3Y

DOWNSTREAM RECORDS

8/24/92

MANUFACTURING RECORDS

MATERIALS MANAGEMENT

INVENTORIES, INVESTMENT RECOVERY
RECORDS, DELIVERIES SCHEDULE,
DISPOSAL/RECOVERY, ETC. (IF
INVENTORIES REFER TO LIFO CALC,
RETENTION SHOULD BE PERMANENT)

5Y

PRODUCTION RECORDS

CDR TOLL PROCESSING, CO-
GENERATION, PERIODIC, ETC.

1Y

OPERATING LOG/OPERATIONS

LOG SHEETS OR CONTROL SHEETS,
OFFICIAL METHODS FOR MANUFACTURE,
FLOW CHARTS, ETC.

2Y

PROCESS CONTROLS DOCUMENTATION

ADDITIVE CHANGES/RECEIPTS, BATCH
SHEETS, BLEND LEVELS, BULK
TURNAROUND TIMES, CAPACITY
STATEMENTS, DELIVERY TICKETS,
LOSSES--HISTORICAL--PLANT, WORK
SHEETS, FORMULATION, ETC.

ACTIVE

SCHEDULES/ESTIMATES

ACTIVE

QUALITY CONTROL DOCUMENTATION

INSPECTION RECORDS, QUALITY
CONTROL REPORTS, PRODUCT SAMPLES,
QUALITY CHECKS, QUALITY AUDITS,
STATISTICS, CALIBRATION LOG, DATA

ACTIVE

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SHEETS, PROGRAMS, ETC.

MARKETING

ADVERTISING DOCUMENTATION

AGENCY-RELATED RECORDS, ACTIVE + 1Y
ENROLLMENTS, ORDERS, CUSTOMER
DATA, IMAGE/IDENTITY, MEDIA
(RADIO, TV, NEWSPAPER, BILLBOARDS,
SPOKESPERSON), PRINT (ADS,
PHOTOGRAPHS, DISPLAYS,
NEWSLETTERS, BILLBOARD RECORDS,
DIRECT MAIL COPY), PROMOTIONS, ETC.

SUBSTANTIATION

SUBSTANTIATION OF CLAIMS, TRUTH IN 5Y
ADVERTISING VERIFICATION, ETC.

MAPS

SUPPLY SOURCE MAPS, TAX MAPS ACTIVE

ORDERS DOCUMENTATION

ACKNOWLEDGEMENTS, TRANSFERS, 3Y
SHIPPERS EXPORT DECLARATION,
CUSTOMER ORDER REGISTER, ETC.

CERTIFICATES

CERTIFICATES OF ANALYSIS, 3Y
CERTIFICATE OF ORIGIN, ETC.

PRICING DOCUMENTATION

PRICE CHANGES, PRICE QUOTATIONS, LIFE OF CONTRACT OR UFTA
PRICE AUTHORIZATIONS, PRICE LISTS, (Whichever is greater)
SPLITTER/TRANSFER VALUES, ETC.

REGULATIONS

INVESTIGATIONS, PRICE LETTERS, ETC. ACTIVE + 5Y

SALES

CUSTOMER ACTIVITY RECORDS

CUSTOMER HISTORY, CANCELED ACTIVE + 4Y
ACCOUNTS, PROSPECTS, CUSTOMER
SERVICE, ETC.

DISTRIBUTOR/VENDOR

ACTIVE + 4Y

GOVERNMENT

ACTIVE

INTERNATIONAL

ACTIVE + 4Y

LICENSES/CERTIFICATES

ACTIVE + 2Y

ALCOHOL PERMITS

10Y

PRODUCT SALES

ACTIVE

TECHNOLOGY SALES

5Y

PRODUCT

ANALYSIS

OXYGENATE STUDIES, PRODUCT SPEC
STUDIES, LEAD LEVEL TARGET
STUDIES, COMPETITOR'S PRODUCTS
EVALUATIONS, LUBE OIL ANALYSIS
REPORTS ACTIVE

DEVELOPMENT DOCUMENTATION

CERTIFICATIONS, MASTER FORMULAS &
PROCEDURES, TESTING, DESIGN
SPECIFICATIONS, TESTING STANDARDS,
FEEDSTOCK LAB REPORTS, DRAWINGS,
ETC. ACTIVE

INVENTORY DOCUMENTATION

INVENTORY TARGETS--REFINING,
RECORDS--RECEIPTS/CONSUMPTIONS,
TICKETS--DISBURSEMENTS/RETURNS,
STOCK STATUS--FINISHED PRODUCT &
STORES, INTERIM FEEDSTOCK RECORDS,
LOGS--PRODUCT OUTAGE (IF THIS REFERS
TO LIFO CALCULATION, RETENTION SHOULD
BE PERMANENT) 5Y

TRANSFERS

PRODUCT TRANSFERS--FINISHED/SEMI-
FINISHED, REQUISITIONS FOR
TRANSFERS BETWEEN PLANTS,
FEEDSTOCK TRANSFERS, ETC. 3Y

LOSS CONTROL

REPORTING, MEASUREMENT, SURVEYS,
ETC. 5Y

PACKAGING DOCUMENTATION

BOTTLE CONTROL SCHEDULE,
PACKAGING--MATERIALS FORECAST,
PRODUCTION PACKING TICKETS,
CONTRACT PACKAGER ECONOMIES,
BLENDING & PACKAGING PROPOSALS,
SPECIFICATIONS/DESIGN, TESTS,
VENDOR RECORDS, ETC. ACTIVE + 4Y

LABELING

LABEL REGISTRATION, COPY APPROVAL,
HAZARDOUS LABELING, PREPRINTED
CONTAINER LABELS, ETC. 5Y

PROGRAMS

ACTIVE

QUALITY CONTROL

CRUDE QUALITY/CONTAMINATION, LEAK
DETECTION, LOGBOOKS,
ACCOUNTABILITY RECORDS, DAMAGE
CLAIMS, COMPONENT TEST RESULTS,
QUALITY CONTROL SHEETS, 5Y

INSPECTION, SPECIFICATIONS/
STANDARDS, TESTING, ETC.

REFERENCE MATERIAL INFORMATION SHEETS, LITERATURE, PURCHASE RATE SHEETS, TECHNICAL RECORDS--TECHSVCS,	ACTIVE
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REFINING

OPERATIONS DOCUMENTATION ANALYTICAL & PHYSICAL TEST DATA, QUALITY CONTROL REFINERY CHANGES, INVENTORY, YIELD STATEMENTS, PRODUCT STREAMS INFORMATION, SCHEDULES, ETC.	ACTIVE
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PROCESS DOCUMENTATION	PERM
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SUPPLY & TRADING

ACTIVITY DOCUMENTATION AREA MAPS/DIAGRAMS, LEASE CONNECTION RECORDS, ESTIMATED RUN TICKETS, PRICING RECORDS, CRUDE LIFT RECORDS, DEAL SHEETS, NOMINATIONS, TRANSPORTATION TRUCK VOLUMES, SCHEDULING LETTERS, SALES & PURCHASE BY CUSTOMER, ETC.	LIFE OF CONTRACT + 4Y OR UFTA (WHICHEVER IS LONGER)
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COMMODITY TRADING DOCUMENTATION COMPLIANCE HEDGE EXEMPTIONS, MARGIN REQUIREMENTS, ARBITRAGE AUTHORITY, HEDGING APPROVAL, SPREAD CHARTS, ETC.	UFTA
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TERMINALS/PIPELINES DOCUMENTATION MIN/MAX OPERATING LEVELS, PRODUCT TERMINAL REQUIREMENTS, SUMMARY OF PRODUCTS HANDLED, PRODUCT OUTAGES, ETC.	ACTIVE
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TRANSPORTATION

MARINE ACTIVITY DOCUMENTATION INSPECTIONS, MAINTENANCE, SURVEYS, VENDORS RECORDS, ETC.	10Y
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CERTIFICATES	10Y
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VOYAGE RECORDS DISCHARGE, LOADING, PORT TIMES, TRANSIT, ETC.	UFTA
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PIPELINE MAPS/CHARTS/DIAGRAMS	ACTIVE
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MOVEMENTS CALCULATIONS & STATISTICS, CUSTODY TRANSFER TICKETS/THRUPUT, DELIVERY	3Y
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RECEIPTS, LOGS, PRORATION
CALCULATIONS, SCHEDULES, SHIPPER
NOMINATIONS, THRUPUT AND REVENUE,
JOB ORDERS, ETC.

REGULATORY RECORDS

INSPECTIONS--LINE, PHOTOGRAPHS--
AERIAL, LEASE CONNECTIONS, RIGHT-
OF-WAY INFO BY STATE, ETC.

LIFE OF FACILITY + 2Y

SALE/ACQUISITION

PERMANENT

RAILCAR DOCUMENTATION

COST SUMMARIES, INSPECTIONS, TEST
CERTIFICATES,
MAINTENANCE/MODIFICATIONS,
BLUEPRINTS, TRACK INFORMATION, ETC.

ACTIVE

SHIPPING RECORDS

BILLS OF LADING, DEMURRAGE,
MANIFEST, EXPORT DECLARATIONS,
PACKING LISTS, SHIPPING ORDERS,
SHIPPING TICKETS, TARIFFS &
FREIGHT, ETC.

ACTIVE + 2Y

TERMINAL DOCUMENTATION

APPRAISALS, SECURITY, SALES, ETC.

ACTIVE + 2Y

VEHICLE

SEE: ADMINISTRATION--VEHICLE

ENVIRONMENTAL/HEALTH & SAFETY RECORDS

8/24/92

(Note: The retention periods shown are those determined by the Legal Department from a review of pertinent Federal regulations and considering practical need for the records. Each permit/license, administrative action, litigation, consent order, settlement agreement, etc. could increase these periods. The retention periods could also be increased by individual state regulations. Therefore, it is essential to consult these other documents, if any, before destroying the records addressed in this retention schedule.)

ACCIDENT DOCUMENTATION

CONTRACTOR

5Y FROM INCIDENT OR SETTLEMENT

EMPLOYEE

5Y FROM INCIDENT OR SETTLEMENT

VEHICULAR

5Y FROM INCIDENT OR SETTLEMENT

AIR

CONSTRUCTION, OPERATING
PERMITS/VARIANCES

TERM + 5Y

SECTION 114 REQUESTS

5Y

AIR--FUELS AND FUEL ADDITIVES

GASOLINE AND ALCOHOL BLENDS
VOLATILITY (RVP) (INVOICES;
LOADING TICKETS; BILLS OF
LADING/DELIVERY TICKETS, ETC.)

1Y

OXYGENATED FUELS PROGRAM (INVOICE; LOADING TICKETS; BILLS OF LADING/DELIVERY TICKETS, ETC.)	3Y
REGISTRATIONS/WAIVER BACKUP DATA	LIFE
REGISTRATIONS/WAIVERS	LIFE
REPORTS	3Y
UNLEADED GASOLINE BULK SHIPMENTS/ANNUAL GALLONAGE SALES	6 MONTHS
REFINERY REPORTS (LEAD PHASEDOWN)	1Y
AIR--NESHAP--ASBESTOS--SUBPART M AIR CLEANING DEVICE INSPECTIONS	2Y
DAILY TEMPERATURE RECORD (WHEN WETTING SUSPENDED)	2Y
SEE ALSO AIR--NESHAP--GENERAL	
VISIBLE EMISSION MONITORING	2Y
WASTE SHIPMENT RECORDS	2Y
AIR--NESHAP--BENZENE TRANSFER OPERATIONS--SUBPART BB ACTIVE + 2Y	
SEE ALSO AIR--NESHAP--GENERAL	
AIR--NESHAP--BENZENE WASTE OPERATIONS--SUBPART FF SEE ALSO AIR--NESHAP--GENERAL	
WASTE MANAGEMENT DESIGN (ALL CONTROL EQUIPMENT)	LIFE OF EQUIPMENT
WASTE SHIPMENTS (OFFSITE: DOCUMENTATION, NOTICE)	2Y
WASTE STREAM (IDENTIFICATION; TESTS; MEASUREMENTS; CALCULATIONS; OTHER DOCUMENTATION; TREATMENT UNIT STARTUP; SHUTDOWN)	2Y
AIR--NESHAP--BENZENE--SUBPART J CAPACITY/ANALYSIS STORAGE VESSELS	LIFE OF VESSEL
CLOSED VENT SYSTEM & CONTROL	2Y
SEE ALSO AIR--NESHAP--GENERAL	
AIR--NESHAP--GENERAL EMISSION TESTS; STACK SAMPLING	2Y
LOGS (EQUIPMENT LEAKS; CALIBRATION CHECKS)	2Y

MONITORING (SYSTEM CALIBRATION
CHECKS; INOPERATIVE PERIODS;
PERIODS OF MALFUNCTIONING) 2Y

NOTIFICATIONS 2Y

VHAP SERVICE (NONCOMPLIANCE;
MALFUNCTIONS) 2Y

AIR--NSPS--GENERAL

CONTINUOUS MONITORING SYSTEM
DEVICE (PERFORMANCE EVALUATIONS;
CALIBRATION CHECKS; MAINTENANCE
PERFORMED; PERIODS WHERE
INOPERATIVE, MALFUNCTIONING) 2Y

MEASUREMENTS (CONTINUOUS
MONITORING SYSTEM (CMS);
MONITORING DEVICE; PERFORMANCE
TESTS) 2Y

NOTIFICATIONS (COMMEDED
CONSTRUCTION; ANTICIPATED INITIAL
STARTUP; ACTUAL STARTUP; PHYSICAL
OR OPERATIONAL CHANGE; CMS
COMMENCES; ANTICIPATED OPACITY
OBSERVATIONS, PERFORMANCE TEST;
PERFORMANCE TESTS) 2Y

REPORTS (EXCESS EMISSIONS AND
MONITORING SYSTEMS PERFORMANCE;
PERFORMANCE TESTS; PERFORMANCE
EVALUATIONS) 2Y

STARTUP, SHUTDOWN, MALFUNCTION
OCCURRENCE 2Y

AIR--NSPS--SUBPART DB--INDUSTRIAL STEAM GENERATING FACILITIES
SEE ALSO AIR--NSPS--GENERAL

STEAM GENERATING FACILITIES (FUELS
FIRED; NITROGEN CONTENT OF OIL
RESIDUALS COMBUSTED; AVERAGE
HOURLY NOX EMISSION RATES; UNIT
HOURS OF OPERATION AND HOURLY
STEAM LOAD) 2Y

AIR--NSPS--SUBPART GG--STATIONARY GAS TURBINES
SEE AIR--NSPS--GENERAL

AIR--NSPS--SUBPART GGG--EQUIPMENT LEAKS, VOC, PETROLEUM
REFINERIES
SEE AIR--NSPS--GENERAL

AIR--NSPS--SUBPART J--PETROLEUM REFINERIES
SEE AIR--NSPS--GENERAL

AIR--NSPS--SUBPART K--STORAGE VESSELS, PETROLEUM LIQUIDS
(6-11-73 - 5-19-78)
SEE AIR--NSPS--GENERAL

AIR--NSPS--SUBPART KA--STORAGE VESSELS, PETROLEUM LIQUIDS
(5-18-78 - 7-23-84)

GAP MEASUREMENTS, REPORTS, REPAIRS 2Y

SEE ALSO AIR--NSPS--GENERAL

AIR--NSPS--SUBPART KB--VOL STORAGE VESSELS
CLOSED VENT CONTROL SYSTEM LIFE OF EQUIPMENT
(CONTROL DEVICE OPERATING PLAN AND
RECORD OF MEASURED VALUES)

DIMENSION AND CAPACITY OF VESSELS LIFE OF VESSELS

SEE ALSO--AIR--NSPS--GENERAL

VOL STORED (STORAGE PERIOD; 2Y
MAXIMUM TRUE VAPOR PRESSURE DURING
STORAGE)

AIR--NSPS--SUBPART KKK & LLL--ONSHORE/OFFSHORE NATURAL GAS
PROCESSING

EQUIPMENT LEAK LOGS 2Y

SEE ALSO AIR--NSPS--GENERAL

AIR--NSPS--SUBPART NNN--SOCMI, DISTILLATION COLUMNS
OPERATING, CEM RECORDS ACTIVE + 2Y

SEE ALSO AIR--NSPS--GENERAL

AIR--NSPS--SUBPART QQQ--PETROLEUM REFINERY WASTEWATER SYSTEM
VOC EMISSIONS

DESIGN AND OPERATING LIFE OF SOURCE
SPECIFICATIONS (LOCATION OF CAPPED
OR PLUGGED DRAINS; STORMWATER
SYSTEMS; EXCLUDED ANCILLARY
EQUIPMENT; NON-CONTACT COOLING
WATER SYSTEMS)

INSPECTIONS, REPAIRS/CORRECTIVE 2Y
ACTION

SEE ALSO AIR--NSPS--GENERAL

AIR--NSPS--SUBPART UU--ASPHALT
SEE ALSO AIR--NSPS--GENERAL

TEMPERATURE MONITORING 2Y

AIR--NSPS--SUBPART VV--EQUIPMENT LEAKS, VOC IN SOCMI
CLOSED VENT SYSTEM (DESIGN LIFE OF EQUIPMENT
REQUIREMENTS; CONTROL DEVICES)

EQUIPMENT IDENTIFICATION, LEAKS, 2Y
REPAIRS

SEE ALSO AIR--NSPS--GENERAL

AIR--NSPS--SUBPART XX--BULK GASOLINE TERMINALS
SEE ALSO AIR--NSPS--GENERAL

SAL 000060156

TANK DOCUMENTATION	UNTIL SUPERSEDED
TANK TRUCK LEAK INSPECTIONS (MONTHLY INSPECTIONS; NOTIFICATIONS OF NONVAPORTIGHTNESS)	2Y
TANK TRUCK VAPOR TIGHTNESS CERTIFICATIONS	PERMANENT
THROUGHPUT RECORDS	2Y
VAPOR PROCESSING SYSTEM (REPLACEMENTS; ADDITIONS)	3Y
AIR--PSD	
DOCUMENTATION NOT TO PERMIT	5Y
PERMIT AND PERMIT APPLICATION	TERM + 5Y
ALL MEDIA	
COMMENTS ON RULEMAKING	90 DAYS OR LENGTH OF LITIGATION
EMISSION REDUCTION PLANS, CONOCO (INTERNAL, NON-REGULATORY)	UNTIL SUPERSEDED
ENFORCEMENT (ADMINISTRATIVE ORDERS; COURT ORDERS; CONSENT DECREES; SETTLEMENT AGREEMENTS)	ACTIVE + 5Y
EQAP MANUAL	UNTIL SUPERSEDED
EQAP--INTERNAL AUDIT REPORTS	UNTIL SUPERSEDED
IMPACT STATEMENTS (EISs)	UNTIL APPROVAL GRANTED
QUESTIONNAIRES AND RESPONSES (THIRD-PARTY STUDIES, INVESTIGATIONS; TRADE ASSN. STUDIES; AGENCY QUESTIONNAIRES, REQUESTS NOT COVERED ELSEWHERE)	3Y
REAL ESTATE ENVIRONMENTAL AUDITS (ACQUISITIONS; DIVESTITURES; DUE DILIGENCE)	PERMANENT
STRATEGIC PLANS	UNTIL SUPERSEDED
ENVIRONMENTAL INCIDENT REPORTS, CONOCO ALL OTHERS	1Y
DOT HAZARDOUS MATERIALS INCIDENT	2Y
SHEA EIR DATABASE	ACTIVE
SUPERFUND RQ	3Y
DOWNSTREAM	
HAZARD MATERIALS--DOT/COAST GUARD/RSPA DOT--INCIDENT REPORTS	2Y

SAL 000060157

HAZARDOUS MATERIALS TRANSPORTATION--DOT/RSPA

ACCIDENT REPORTS	5Y
CYLINDER TESTS	15Y
DRIVER QUALIFICATION	EMPLOYED + 90 DAYS
DRIVER RECORD OF DUTY STATUS	6 MONTHS
DRIVER VEHICLE INSPECTION REPORTS	1Y 6 MONTHS AFTER NOT USED
DRIVER WAIVER PHYSICAL DEFECTS	EMPLOYED + 3Y
MOTOR CARRIER CARGO TANK (INSPECTIONS; REPORTS)	IN USE + 1Y
PORTABLE TANK MANUFACTURER'S DATA	WHILE IN SERVICE
PORTABLE TANK TESTING	UNTIL SUPERSEDED
SHIPPING DOCUMENTS	ACTIVE + 2Y
STEEL DRUMS TEST	UNTIL SUPERSEDED
TANK CAR TESTING	UNTIL SUPERSEDED

MARINE FACILITIES--DOT/COAST GUARD
CO CONTENT OF ATMOSPHERE

30 DAYS

DECLARATION OF INSPECTION

30 DAYS AT FACILITY

MANLIFTS INSPECTION

1Y

TRAINING, OPERATOR

5Y

TRANSFER SYSTEM (TESTING;
CORRECTIVE ACTION)

2Y

VAPOR CONTROL SYSTEMS (PLANS;
REPAIRS; AUTOMATIC SHUTDOWNS;
CALCULATIONS AND SPECIFICATIONS)

3Y

ONSHORE PIPELINE SAFETY--DOT/RSPA

INCIDENT/CONDITIONS (SAFETY
RELATED CONDITION REPORTS; FOLLOW-
UP)

1Y

INSPECTION/MAINTENANCE PLAN
(RECORDS; REPORTS)

WHILE IN SERVICE

PROCEDURES MANUAL

UNTIL SUPERSEDED

TESTS

USEFUL LIFE OF PIPELINE

TRAINING

LIFE OF PIPELINE

VESSEL OPERATORS OR OFFICERS--DOT/COAST GUARD

"NEGATIVE" CHEMICAL TESTS

1Y

"POSITIVE" CHEMICAL TESTS

5Y

DECLARATION OF INSPECTION (ONBOARD VESSEL)	1 MONTH
MARINE CASUALTY VOYAGE RECORDS	NOT SPECIFIED
NONRECURRING TEST CERTIFICATES	LIFE OF GEAR
OIL RECORD BOOK (ONBOARD VESSEL)	3Y
REPORTABLE QUANTITY RELEASES (NOTIFICATION; SUPPORTING DOCUMENTATION)	1Y
SHIPPING DOCUMENTS (BULK HAZARDOUS SUBSTANCES IN VESSELS)	ACTIVE + 2Y
TRAINING, SCHOOL COURSES	1Y AFTER COMPLETION
TRANSPORT OF NLS, CARGO RECORD (ONBOARD)	3Y
VESSEL REGISTER/CERTIFICATES, CARGO GEAR	UNTIL SUPERSEDED
EMERGENCY PLANNING & RIGHT-TO-KNOW--EPCRA ALLOWABLE EXEMPTION (CLAIMED ALLOWABLE EXEMPTION DOCUMENTATION)	3Y
CHEMICAL INVENTORY (ANNUAL)	UNTIL SUPERSEDED
MANUFACTURER NOTICES (NOTICES; SUPPORTING DOCUMENTATION)	3Y
MSDSs	UNTIL SUPERSEDED
RECEIPTS/MANIFESTS (TRANSFERS OF TOXIC CHEMICALS IN WASTE OFFSITE)	3Y
REQUESTS FOR MSDSs	3Y
THRESHOLD DETERMINATION DATA	3Y
TOXIC CHEMICALS RELEASE (NOTIFICATIONS; SUPPORTING DOCUMENTATION)	3Y
TRI REPORTS (FORM R; SUPPORTING DOCUMENTATION AND MATERIALS)	3Y
WATER TREATMENT (METHODS; DOCUMENTATION)	3Y
HEALTH & SAFETY	
OSH--ASBESTOS	
EXEMPTION DETERMINATION DATA	DURATION OF RELIANCE UPON DATA
EXPOSURE MEASUREMENTS/MEDICAL SURVEILLANCE	DURATION OF EMPLOYMENT + 30Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3

MEDICAL RECORDS/MONITORING	MONTHS PRIOR TO DISPOSAL.)
	20Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
TRAINING--CURRENT EMPLOYEES	LIFE OF FACILITY
TRAINING--TERMINATED EMPLOYEES	1Y PAST TERMINATION
OSH--BENZENE	
EXPOSURE MEASUREMENTS	30Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
MEDICAL SURVEILLANCE	DURATION OF EMPLOYMENT + 30Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
TRAINING	DURATION OF EMPLOYMENT + 10Y OR 30Y, WHICHEVER IS LONGER
TRAINING COURSE MATERIAL	3Y
OSH--BLOODBORNE PATHOGENS	
MEDICAL RECORDS	DURATION OF EMPLOYMENT + 30Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
TRAINING	3Y FROM DATE OF TRAINING
OSH--CARCINOGENS	
EMPLOYEE EXPOSURE MEASUREMENTS	30Y
EMPLOYEE MEDICAL SURVEILLANCE	DURATION OF EMPLOYMENT + 30Y
EXEMPTED OPERATION (DETERMINATION AND DATA)	DURATION OF RELIANCE
OSH--COMMERCIAL DIVING	
DECOMPRESSION SICKNESS (INCIDENT; DECOMPRESSION PROCEDURE ASSESSMENT, EVALUATION	5Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
EQUIPMENT INSPECTIONS & TESTING	UNTIL SUPERSEDED
HOSPITALIZATIONS	5Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
MEDICAL RECORDS	5Y
RECORDING OF DIVE	1Y

SAFE PRACTICES MANUAL	UNTIL SUPERSEDED
OSH--ETHYLENE OXIDE MEDICAL RECORDS	DURATION OF EMPLOYMENT + 30Y
TRAINING	3Y
OSH--EXCAVATIONS PROTECTIVE SYSTEM (DATA AND DESIGN)	DURING EXCAVATION
OSH--FIRE PROTECTION AUTOMATIC SPRINKLER SYSTEM	LAST 2
FIRE BRIGADE TRAINING/EDUCATION	DURATION OF SERVICE + 5Y
FIXED FIRE EXTINGUISHERS	LAST CHECK OR LIFE OF CONTAINER, WHICHEVER IS LESS
PORTABLE FIRE EXTINGUISHERS ANNUAL CHECK	1Y OR LIFE OF SHELL, WHICHEVER IS LESS
HYDROSTATIC TEST	UNTIL SUPERSEDED
OSH--FORMALDEHYDE EXPOSURE (RECORDS; DETERMINATIONS)	30Y
MEDICAL RECORD	DURATION OF EMPLOYMENT + 30Y
RESPIRATOR FIT TESTING	UNTIL SUPERSEDED
OSH--GENERAL ANALYSES (USING EXPOSURE/MEDICAL RECORDS)	30Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
BULLETINS (RESPIRATORY PROTECTION; SAFETY ALERTS; SAFETY BULLETINS; TRAVEL SAFETY)	ACTIVE
COMPLIANCE AUDITS (SELF AUDITS, PETROSEP)	UNTIL SUPERSEDED
DEMOLITION OPERATION SURVEYS (WRITTEN EVIDENCE OF ENGINEERING SURVEY)	5Y
ELEVATORS AND MANLIFTS INSPECTION	1Y
EMERGENCY ACTION PLANS	LAST 2
EMERGENCY RESPIRATOR INSPECTIONS	1Y
EMPLOYEE EXPOSURE MONITORING	DURATION OF EMPLOYMENT + 30Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)

EMPLOYEE MEDICAL EXAM	DURATION OF EMPLOYMENT + 30Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
INORGANIC ARSENIC EXPOSURE	40Y OR EMPLOYMENT + 20Y, WHICHEVER IS LONGER
LOG/SUMMARY (OCCUPATIONAL INJURIES AND ILLNESSES)	5Y FROM INCIDENT OR SETTLEMENT
RADIATION EXPOSURE REPORTS	SEE NUCLEAR MATERIALS/RADIATION
SUPPLEMENTAL RECORD (EACH OCCUPATIONAL INJURY OR ILNESS)	5Y FROM INCIDENT OR SETTLEMENT
WORKPLACE MONITORING (BACKGROUND DATA TO WORKPLACE MONITORING; LAB REPORTS/WORKSHEETS)	1Y
ACCESS TO MEDICAL AND EXPOSURE RECORDS TRAINING	DURATION OF EMPLOYMENT + 3Y
TRAINING COURSE MATERIAL	3Y
ACCIDENT PREVENTION SIGNS AND TAGS TRAINING	DURATION OF EMPLOYMENT + 3Y
TRAINING COURSE MATERIAL	3Y
ELECTRICAL--SUBPART S, 29 CFR 1910 TRAINING	DURATION OF EMPLOYMENT + 3Y
TRAINING COURSE MATERIAL	3Y
LOCKOUT/TAGOUT--CONTROL OF HAZARDOUS ENERGY TRAINING	DURATION OF EMPLOYMENT + 3Y
TRAINING COURSE MATERIAL	3Y
RESPIRATORY PROTECTION TRAINING	DURATION OF EMPLOYMENT + 10Y OR 30Y, WHICHEVER IS LONGER
TRAINING COURSE MATERIAL	3Y
SLINGS TRAINING	DURATION OF EMPLOYMENT + 3Y
TRAINING COURSE MATERIAL	3Y
OSH--HAZARD COMMUNICATION CHEMICAL IDENTITY (WHEN; WHERE)	30Y
MSDSs (SHEA KEEPS PERMANENTLY)	UNTIL SUPERSEDED
REQUESTS FOR MSDSs	3Y
TRAINING	DURATION OF EMPLOYMENT + 10Y

TRAINING COURSE MATERIAL	OR 30Y, WHICHEVER IS LONGER 3Y
OSH--HAZARDOUS CHEMICALS IN LABORATORIES EXPOSURE (MONITORING; MEDICAL CONSULTATIONS, EXAMINATION)	DURATION OF EMPLOYMENT + 30Y
OSH--HAZWOPER CERCLA HAZARDOUS WASTE OPERATIONS (EXPOSURE 30 DAYS OR MORE PER YEAR)	DURATION OF EMPLOYMENT + 30Y* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
OSH--LEAD EMPLOYEE EXPOSURE (MONITORING; MEDICAL SURVEILLANCE; TRAINING)	40Y OR EMPLOYMENT + 20Y, WHICHEVER IS LONGER* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
MEDICAL REMOVAL RECORDS	EMPLOYMENT* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
TRAINING COURSE MATERIAL	3Y
OSH--NOISE EXPOSURE AUDIOMETRIC TESTS	DURATION OF EMPLOYMENT
MEASUREMENTS/MONITORING (MONITORING PROGRAM; EMPLOYEE NOTIFICATION)	2Y
TRAINING	DURATION OF EMPLOYMENT + 10Y OR 30Y, WHICHEVER IS LONGER
TRAINING COURSE MATERIAL	3Y
OSH--PROCESS SAFETY MANAGEMENT COMPLIANCE SAFETY AUDITS (AUDIT EVERY 3Y; AUDIT REPORT; DOCUMENT APPROPRIATE RESPONSES)	LAST 2
EMERGENCY ACTION PLAN (INCLUDES EMERGENCY TRAINING)	LAST 2
EMPLOYEE TRAINING COURSE MATERIAL	3Y
EMPLOYEE TRAINING RECORDS	DURATION OF EMPLOYMENT + 10Y OR 30Y, WHICHEVER IS LONGER
HOT WORK PERMIT	UNTIL COMPLETION OF WORK
INCIDENT INVESTIGATION REPORTS	5Y FROM INCIDENT OR SETTLEMENT
PROCESS EQUIPMENT INSPECTIONS AND TESTING (DOCUMENTATION)	LAST 2

PROCESS HAZARD ANALYSIS (UPDATE EVERY 5 YEARS)	LAST 2
SMALL RELEASE PROCEDURES	UNTIL SUPERSEDED
WRITTEN OPERATING PROCEDURES	UNTIL SUPERSEDED
OSH--VESSEL GEAR CERTIFICATES	LIFE OF GEAR
NONRECURRING TEST CERTIFICATES	LIFE OF GEAR
REGISTER (TESTING; EXAMINATIONS; INSPECTIONS)	4Y AFTER LAST ENTRY
OSH--VINYL CHLORIDE EMERGENCY ACTION PLAN	LAST 2
MEDICAL RECORDS	DURATION OF EMPLOYMENT + 20Y OR 30Y, WHICHEVER IS LONGER* (*SOME MAY NEED TO BE TRANSFERRED TO NIOSH OR NIOSH MAY NEED TO BE NOTIFIED 3 MONTHS PRIOR TO DISPOSAL.)
MONITORING AND MEASUREMENTS	30Y
TRAINING	DURATION OF EMPLOYMENT + 3Y
TRAINING COURSE MATERIAL	3Y
NUCLEAR MATERIALS/RADIATION CONTROL DEVICES (TESTS; CALIBRATION; GAUGING)	UNTIL SUPERSEDED
DISPOSAL OF LICENSED MATERIALS	3Y AFTER DISPOSAL
LEAK TESTING OF SEAL SOURCES	3Y
PERSONNEL MONITORING	UNTIL NRC AUTHORIZES DISPOSITION
PROTECTION OF EQUIPMENT IN TRANSIT	3Y AFTER LAST POSSESSION
RADIATION MONITORING	PERMANENT
SAFEGUARDS CONTINGENCY PLAN/RESPONSE	3Y AFTER LAST POSSESSION OR 3Y AFTER LAST CHANGE
SHIPMENT RECORDS	3Y
SPECIFIED LICENSE MATERIALS (RECEIPT, USE)	3Y
SURVEYS	3Y
TRAINING--CURRENT EMPLOYEES	LIFE OF FACILITY
TRAINING--TERMINATED EMPLOYEES	LIFE OF FACILITY

TRANSFER OF BY-PRODUCT MATERIAL	UNTIL NRC TERMINATES LICENSE
URANIUM MILL TAILINGS DISPOSAL (INPUT PARAMETERS, BASES, CALCULATIONS/ANALYTICAL METHODS, PROCEDURES TO DETERMINE COMPLIANCE)	5Y
WELL LOGGING RADIOACTIVE MATERIALS	3Y FROM DATE USED
TSCA	
TMEs--TEST MARKETING EXEMPTIONS COMPLIANCE WITH RESTRICTIONS	5Y FROM DATE OF FINAL MANUFACTURE OF IMPORTATION
DOCUMENTATION FOR APPLICATION	5Y FROM DATE OF FINAL MANUFACTURE OF IMPORTATION
TME APPROVALS	5Y FROM DATE OF FINAL MANUFACTURE OF IMPORTATION
TSCA--GENERAL	
CAIR FORM	3Y
EXPORT NOTICES	3Y
IMPORT CERTIFICATIONS	10Y
INVENTORY UPDATE REPORTS (REPORTS; DOCUMENTATION)	4Y
PAIR FORM	3Y
SECTION 8(C) ALLEGATIONS, SIGNIFICANT ADVERSE REACTION (RECORDABLE ALLEGATIONS OF SIGNIFICANT ADVERSE REACTION; REPORT; INVESTIGATION)--ALL OTHERS	5Y
SECTION 8(C) ALLEGATIONS, SIGNIFICANT ADVERSE REACTION (RECORDABLE ALLEGATIONS OF SIGNIFICANT ADVERSE REACTION; REPORT; INVESTIGATION)--EMPLOYMENT RELATED	30Y
SECTION 8(D) SUBMISSIONS (HEALTH & SAFETY STUDIES)	15Y
SECTION 8(E) SUBMISSIONS (NOTIFICATIONS OF SUBSTANTIAL RISK)	20Y
VOLUME RECORDS (SMALL MANUFACTURER/IMPORTER)	10Y
TSCA--PCBs	
CHEMICALS CONTAINING PCBs (USE OF CHEMICALS CONTAINING INADVERTENTLY GENERATED PCBs)	3Y AFTER USE CEASES OR 7Y, SHORTEST
DISPOSAL AGREEMENTS	50Y

GENERATOR PCB WASTES, MANIFESTS	3Y
HEAT TRANSFER OR HYDRAULIC SYSTEMS (ANNUAL TESTING OF FLUID THAT EVER CONTAINED PCBs AT CONCENTRATIONS OVER 50 PPM)	5Y
SPILL (CLEANUP; CERTIFICATION OF DECONTAMINATION)	5Y
TRANSFORMERS (ANNUAL RECORDS/LOGS OF USE, STORED FOR USE; INSPECTIONS AND MAINTENANCE HISTORY, INCLUDING LEAKS, REPAIRS, CLEANUP AND CONTAINMENT)	UNTIL DISPOSAL + 3Y
TRANSPORTER PCB WASTES, MANIFESTS	3Y
TSCA--PMNs--PREMANUFACTURE NOTICES BACKUP DOCUMENTATION	10Y
LOW VOLUME EXEMPTION (DOCUMENTATION)	5Y
PREMANUFACTURE NOTICES	25Y
PRODUCTION VOLUME (FIRST THREE YEARS)	5Y
R&D EXEMPTION (INFORMATION REVIEWED TO DETERMINE WHETHER OR NOT NOTICE OF RISK IS NEEDED; DOCUMENTATION OF NOTICE; PRUDENT LAB PRACTICES USED INSTEAD OF NOTIFICATION AND EVALUATION)	5Y
TSCA--SNURs--CHEMICALS SUBJECT TO SIGNIFICANT NEW USE RULES DOCUMENTATION (HAZARD COMMUNICATION/PROTECTIVE EQUIPMENT; DISPOSAL; WATER DISCHARGE LIMITATIONS)	25Y
NOTICES	5Y
TRAINING (EMPLOYEE ENGAGED IN MANUFACTURING)	30Y FROM DATE OF MFG.
UPSTREAM	
OCS OIL AND GAS EMERGENCY DRILL RECORDS (COAST GUARD)	1Y
FLARING AND VENT GAS OCCURRENCES	2Y
H2S TRAINING--DRILLING, WELL- COMPLETION	LIFE OF OPERATION/FACILITY
H2S TRAINING--PRODUCTION	LIFE OF OPERATION/FACILITY
HYDROGEN SULFIDE CONTINGENCY PLAN (APPROVED PLAN)	LIFE OF OPERATION

OPERATIONS RECORD/LOG (INCLUDES SAFETY AND ENVIRONMENT)	2Y FROM LAST ENTRY
OSCP	LIFE OF OPERATION
OSCP INSPECTIONS	3Y
OSCP RECORDS	2Y OR AS DESIGNATED IN OSCP
OSCP TRAINING (DRILLS; COURSE COMPLETION CERTIFICATES)	LIFE OF OPERATION/FACILITY
PIPELINE LEAKAGE (INSPECTIONS; CORRECTIVE ACTION)	2Y
PLATFORM STRUCTURE (STRUCTURAL DRAWINGS; INSPECTIONS)	LIFE OF PLATFORM
POLLUTION PREVENTION--INSPECTION AND REPAIRS	2Y
POLLUTION PREVENTION--RESPONSE EQUIPMENT (INSPECTIONS)	2Y
PRODUCTION SAFETY SYSTEM (TESTING; RECORDS)	2Y
USTs--UNDERGROUND STORAGE TANKS CLOSURE OR CHANGE IN SERVICE (SITE INVESTIGATION/ASSESSMENT; NOTIFICATION)	3Y AFTER EVENT
CORROSION POTENTIAL ANALYSIS	LIFE OF FACILITY
FEE PAYMENT RECORDS	1Y
FINANCIAL ASSURANCE	LIFE OF FACILITY
LEAK/DISCHARGE NOTIFICATION (SPILL/OVERFILL)	3Y
MONITORING SYSTEM (TESTING; REPAIRS)	5Y
RELEASE DETECTION EQUIPMENT (PERFORMANCE CLAIMS; SCHEDULES OF REQUIRED CALIBRATION; MAINTENANCE)	5Y
RELEASE DETECTION SYSTEM (CALIBRATION; MAINTENANCE; REPAIRS)	1Y
REPAIR AND UPGRADING (REQUIREMENTS; COMPLIANCE)	OPERATING LIFE OF UST SYSTEM
SELLER'S DISCLOSURE TO PURCHASER	PERMANENT
STEEL TANKS WITH CORROSION PROTECTION (INSPECTION AND TESTING)	LAST 3
STOCK INVENTORY RECORDS	5Y

TANK REGISTRATION	LIFE
TANK TIGHTNESS TESTING	UNTIL SUPERSEDED
TANKS AND PIPING (DESIGN; CONSTRUCTION; INSTALLATION; CERTIFICATION; NOTIFICATION)	LIFE
YEAR-END FINANCIAL STATEMENT	UNTIL SUPERSEDED
WASTE	
AIR EMISSIONS, PROCESS VENTS (IMPLEMENTATION SCHEDULE; MONITORING, OPERATING, INSPECTIONS INFORMATION; CLOSED-VEND SYSTEM AND CONTROL DEVICE)	UNTIL SUPERSEDED
DISPOSAL AGREEMENTS	50Y
RCRA SECTION 3007 INFORMATION REQUESTS/RESPONSES, INSPECTIONS	5Y
RCRA SECTION 3010 PRELIMINARY NOTIFICATIONS	LIFE OF FACILITY
HAZARDOUS WASTE GENERATORS (INCLUDES SMALL QUANTITY GENERATORS)	
BIOLOGICAL TREATMENT (UNITS ARE AGGRESSIVE; SLUDGES EXEMPT FROM F037 & F038 TREATED)	LIFE OF UNIT
CONTINGENCY PLANS; REPORTS OF IMPLEMENTATION	UNTIL SUPERSEDED
EXPORT (NOTIFICATIONS; EPA ACKNOWLEDGEMENT OF CONSENT; CONFIRMATION OF DELIVERY; ANNUAL REPORTS)	3Y
GENERATOR NUMBER	LIFE OF FACILITY
HAZARDOUS WASTE FUEL BURNED	LIFE OF FACILITY
MANIFESTS (SHIPPING DOCUMENTS; DISCREPANCY/EXCEPTION REPORTS)	3Y
NOTIFICATIONS; NONCOMPLIANCE REPORTS; INSPECTION LOGS; INCIDENT REPORTS	3Y FROM DATE OF RECORD
RECLAMATION AGREEMENTS	TERM + 3Y
REPORTS (ANNUAL; BIENNIAL)	3Y
SMALL QUANTITY TO RECLAMATION (PER RECLAMATION AGREEMENT)	TERM OF AGREEMENT + 3Y
SMALL QUANTITY WASTE--LAND BAN	3Y FROM DATE SENT TO TSDF
TRAINING--CURRENT EMPLOYEES	UNTIL CLOSURE

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TRAINING--TERMINATED EMPLOYEES	3Y PAST TERMINATION
TREATABILITY STUDY (CONTRACT FOR; SAMPLE SHIPPING DOCUMENTS; COMPLETED STUDY)	3Y
WASTE ANALYSES, TESTS	3Y AFTER SENT TO TSDF
WASTE REDUCTION/MINIMIZATION PLAN	UNTIL SUPERSEDED
WASTE RESTRICTED FROM LAND DISPOSAL (NOTIFICATIONS; CERTIFICATIONS; ANALYSES; DEMONSTRATIONS)	5Y FROM DATE SENT TO TSDF
HAZARDOUS WASTE TRANSPORTERS MANIFESTS	3Y
SHIPPING PAPERS (RAIL OR WATER BULK SHIPMENTS)	3Y
SPILL REPORTS	3Y
TRAINING--CURRENT EMPLOYEES	WHILE IN BUSINESS + 20Y
TRAINING--TERMINATED EMPLOYEES	WHILE IN BUSINESS + 20Y
TRANSPORTER NUMBER/LICENSE	LIFE OF OPERATION
HAZARDOUS WASTE TREATMENT, STORAGE, DISPOSAL BACKGROUND DATA FOR PERMIT	3Y
CLOSURE/POST-CLOSURE (PLANS; MONITORING; REPORTS; NOTIFICATIONS; CERTIFICATIONS; COST RECORDS; FINANCIAL ASSURANCE)	UNTIL SUPERSEDED
GROUNDWATER (ASSESSMENT; MONITORING; ANALYSES; ANNUAL REPORT)	LIFE OF FACILITY + POST- CLOSURE CARE PERIOD
MANIFESTS (MANIFESTS; UNMANIFESTED WASTE REPORTS)	LIFE OF FACILITY AND POST- CLOSURE CARE PERIOD
OPERATING RECORDS (CONTINGENCY PLAN & REVISIONS; INSPECTION LOG, REPAIRS, REMEDIAL ACTION; TANK INTEGRITY DOCUM.; RELEASE REPORTS; IMPOUNDMENT TESTS, NOTIFICATIONS, INSPECTIONS, STRUCTURAL INTEGRITY; WASTE PILES ANALYSES, INSPECTIONS; MAP W/HAZWASTE LOC)	LIFE OF FACILITY AND POST- CLOSURE CARE PERIOD
PERMIT REQUIRED MONITORING (CALIBRATIONS; MAINTENANCE; STRIP CHARTS; REPORTS)	3Y
PERMITS	UNTIL SUPERSEDED
PERSONNEL AND TITLES	LIFE OF FACILITY

TRAINING--CURRENT EMPLOYEES	LIFE OF FACILITY
TRAINING--TERMINATED EMPLOYEES	3Y PAST TERMINATION
HAZARDOUS WASTE/USED OIL BURNED FOR ENERGY COMPLIANCE (LEVELS OF TOXIC ORGANIC CONSTITUENTS; BTU VALUE; RECOVERABLE METALS)	3Y
DIRECT TRANSFER (FROM TRANSFER VEHICLE/CONTAINER; HOURLY INSPECTION RECORD)	3Y
EXEMPT SMALL QUANTITY ON-SITE BURNER (QUANTITY; HEATING VALVE)	3Y
MARKETING LOG	3Y
NOTIFICATIONS, CERTIFICATIONS (ANALYSES; INVOICES)	3Y FROM LAST ACTIVITY
LAND TREATMENT FACILITIES DEMONSTRATIONS AND CERTIFICATIONS	5Y
GROUNDWATER (ASSESSMENT; MONITORING; ANALYSES; ANNUAL REPORT)	LIFE OF FACILITY + POST-CLOSURE PERIOD
INSPECTION LOG (SUMMARY; REPAIRS; REMEDIAL ACTIONS)	3Y FROM LAST ENTRY
MONITORING UNSATURATED ZONE	LIFE OF FACILITY + POST-CLOSURE PERIOD
OPERATING RECORDS (MAP; CELL IDENTIFICATION AND WASTE; WASTE APPLICATION DATES AND RATES)	LIFE OF FACILITY
MEDICAL WASTE GENERATOR (TRACKING FORMS; EXCEPTION REPORTS; SHIPMENT LOGS)	3Y
TRANSPORTER (TRACKING FORMS; REPORTS)	3Y
SUPERFUND--CERCLA RQ--REPORTABLE QUANTITY (RELEASES; EMERGENCY NOTIFICATIONS; SUPPORTING DOCUMENTATION)	3Y
SECTION 103(C) REPORTS	50Y FROM 12/11/80 OR DATE RECORD ESTABLISHED
SECTION 104 INFORMATION REQUESTS/RESPONSES (DEMAND LETTERS; PRP NOTIFICATIONS)	50Y
WATER DREDGE AND FILL DISCHARGES	3Y

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PERMIT	TERM + 5Y
PERMIT RELATED RECORDS	3Y
INDUSTRIAL DISCHARGERS TO POTW MONITORING (BASELINE REPORTS; MONITORING DATA)	3Y
NOTIFICATION OF CHANGE	3Y
NOTIFICATION OF HAZARDOUS WASTE DISCHARGE	3Y
PERIODIC COMPLIANCE REPORTS	3Y
PETROLEUM REFINERY WASTEWATER (INSPECTIONS; REPAIRS; CORRECTIVE ACTION)	2Y
PETROLEUM REFINERY WASTEWATER (SYSTEM DESIGN AND OPERATING SPECIFICATIONS OF EQUIPMENT)	LIFE OF SYSTEM
POTENTIAL PROBLEMS REPORTS	3Y
NPDES	
BACKGROUND INFORMATION FOR PERMIT	3Y
COMPLIANCE EXTENSION (APPLICATION; DATA)	TERM OF PERMIT CONTAINING EXTENSION
COMPLIANCE/NON-COMPLIANCE REPORTS	3Y
PERMIT HOLDER REQUIREMENTS (MONITORING/SAMPLING; REPORTS; ANTICIPATED BYPASS NOTICES; DMRs; CALIBRATION/MAINTENANCE)	3Y
PERMITS (INDIVIDUAL; GENERAL)	TERM + 3Y
OCEAN DUMPING--MPRSA	
EMERGENCY REPORTS	3Y
PERIODIC REPORTS (MATERIAL DUMPED; PHYSICAL AND CHEMICAL CHARACTERISTICS; PRECISE TIMES AND LOCATIONS)	3Y
PERMIT	TERM + 5Y
PUBLIC WATER SYSTEMS--SDWA	
ACTIONS TO CORRECT VIOLATIONS	3Y
BACTERIOLOGICAL ANALYSES	5Y
CHEMICAL ANALYSES	10Y
OTHER RECORDS (ORIGINAL RECORD OF ALL SPECIFIC CHEMICALS AND PARAMETERS; SAMPLING DATA &	12Y

ANALYSIS SUMMARIES; REPORTS; SURVEYS; LETTERS; PUBLIC EDUCATION; EVALUATIONS; SCHEDULES; MONITORING COMPLIANCE)	
SANITARY SURVEY (REPORTS; COMMUNICATIONS)	10Y
VARIANCES/EXEMPTIONS	TERM + 5Y
SEWER SLUDGE MONITORING	5Y
PERMIT	TERM + 5Y
PERMIT APPLICATION SUPPORTING DATA	5Y
REPORTS	5Y
SPCC PLANS DISCHARGE RECORDS	3Y
INSPECTIONS (WRITTEN PROCEDURES; SUMMARY; REPAIRS; REMEDIAL ACTION)	3Y
SPCC PLANS (REVIEW EVERY 3 YEARS AND UPDATED 6 MONTHS THEREAFTER)	LIFE OF FACILITY
TRAINING	5Y
SURFACE WATER MONITORING (REPORTS; RECORDS; CALIBRATIONS)	3Y
PERMIT	TERM + 5Y
PERMIT APPLICATION SUPPORTING DATA	3Y
UIC--CLASS I WELLS--HAZARDOUS WASTE CONSTRUCTION LOGS AND TESTS	3Y
MECHANICAL INTEGRITY MONITORING	5Y
QUARTERLY REPORTS	2Y
SEE ALSO UIC--GENERAL	
TRAINING	5Y
UIC--CLASS II WELLS--OIL/GAS, FLUIDS INJECTION CONSTRUCTION LOGS AND TESTS	2Y
ENFORCEMENT	ACTIVE + 3Y
MECHANICAL INTEGRITY TESTS	LIFE OF WELL
SEE ALSO UIC--GENERAL	
UIC--CLASS III WELLS--EXTRACTION OF MINERALS (URANIUM) CONSTRUCTION LOGS AND TESTS	3Y

MECHANICAL INTEGRITY TESTS 5Y

SEE ALSO UIC--GENERAL

UIC--GENERAL

FINANCIAL ASSURANCE LIFE OF WELL

MONITORING 3Y

NATURE & COMPOSITION OF INJECTED FLUIDS 5Y AFTER PLUGGING/ABANDONMENT

PERMIT TERM + 5Y

PERMIT APPLICATION SUPPORTING DATA 3Y

PLUGGING AND ABANDONMENT COST ESTIMATES LIFE OF WELL

REPORTS (NON-COMPLIANCE; NOTIFICATIONS; RELEASE OF HAZARDOUS WASTE; MECHANICAL INTEGRITY; PLUGGING AND ABANDONMENT) 3Y

UPSTREAM RECORDS

8/25/92

DRILLING/PRODUCTION

CONSTRUCTION

SEE: ENGINEERING

WELL DOCUMENTATION

CASING PROGRAM, COST ESTIMATE, LOCATION PLAT, NOTICE OF INTENT TO DRILL, WELL PLAN, WELL SERVICING, WELL HISTORY, ETC. UNTIL SOLD OR ABANDONED

GEOSCIENCE

FIELD DATA

PERMANENT

MAPS

ACTIVE

PERMITS

ACTIVE OR AS REQUIRED BY PERMIT

PROJECT DOCUMENTATION

CONSORTIUM PROJECT FILES, DEPOSITIONAL, ENVIRONMENTS/SEDIMENTOLOGY, GEOCHEMICAL METHODS & STUDIES, PETROLOGY/BIOSTRATIGRAPHIC PERMANENT

PROSPECT DOCUMENTATION

AGREEMENTS, AUTHORIZATIONS/APPROVALS, MONTAGE, ETC. PERMANENT

SEISMIC & SUPPORT DOCUMENTATION

SAL 000060173

BROKER LOCATION MAPS, INTERPRETATION, MODELING, PROCESSING, ETC.	PERMANENT
STUDIES CASE, GEOLOGICAL, TECHNICAL, ETC.	PERM
SURVEYS & REPORTS GEOHAZARD SURVEYS & REPORTS, ARCHEOLOGICAL SURVEY, GRAVITY & MAGNETICS SURVEYS, ETC.	PERM
TRADES/LICENSES/AGREEMENTS	PERMANENT
TRANSMITTAL DOCUMENTATION	3Y
VELOCITY DOCUMENTATION GRADIENTS, INTERPRETATION, INVOICES, STRUCTURAL & VELOCITY SHEETS, SURVEYS, VSP'S, ETC.	PERMANENT
WORKING FILES	ACTIVE
LAND & ACQUISITIONS CONTRACTS/AGREEMENTS BROKER	ACTIVE + 10
CONSOL URANIUM/METALLIC	ACTIVE + 10
EXPLORATION/DEVELOPMENT (e.g. FI, FO, JOA, A/C, DRY/BOTTOM HOLE CONTRIBUTION; JT VENTURE; E.G., CAGC, CTC, CATC, ETC.; UNIT AGREEMENTS; OPTIONS; CONFIDENTIALITY; PURCHASE & SALE; AMENDMENTS; ASSIGNMENTS; BRIEFS; ETC.)	NONPRODUCING FEDERAL, STATE, INDIAN--ACT+25; NONPRODUCING OTHER--ACT+10/STATE STATUTE; PRODUCING--ACT+25Y AFT ABD
INTERNATIONAL COUNTRY FILE DOCUMENTATION (e.g., BIDDING AGREEMENTS, CONCESSION HANDBOOKS, BRIEFS, POSITION PAPERS, ETC.)	ACTIVE + 5Y; EXCEPT LIBYA=ACTIVE + 10Y
LIMITED PARTNERSHIPS NIPPON; AGIP; COMAN I, II, III; CDPE I, II, III; DU PONT OF CANADA; GULF-CON; ANICO; PETRO- LEWIS; OLIN; NMC; ETC.	PERMANENT
OFFSHORE BID AGREEMENT, BONNER & MOORE SALE REPORT, CONOCO SALE REPORT, SALE NOTICES, UNLEASED SPLIT BLOCKS, UNLEASED ACREAGE BLOCKS W/ALIQUOTS UNDER LEASE, ETC.	LIFE OF AGREEMENT + 4Y

OIL & GAS LEASE DOCUMENTATION	
ABSTRACTS; CHECKS/DRAFTS; CROSS REFERENCE TO CONTRACTS, D.O., ETC.; LEASE PROCESSING WORKSHEET; MEMORANDUMS; RENTAL RECEIPTS; TITLE CURATIVE; ETC.	FEDERAL, STATE, & INDIAN-- ACT+25; NONPRODUCING--ACT+4 MOS; PRODUCING ACT+25Y AFT ABD
REAL PROPERTY ADMINISTRATION	
1099 DOCUMENTATION	4Y
ABSTRACTS	ACTIVE
INVESTMENT LEDGERS	MONTHLY--2Y; YEAR-END--PERM
LOG SHEETS	ACTIVE + 2Y
MINIMUM PAYMENT LETTER	10Y
OWNER NAME AND ADDRESS	6 MOS
PERMANENT RELEASES	2Y
PROPERTY RECOMMENDATION SCHEDULES	4Y
SECURITY BANK DRAFT DETAIL	10Y
DIVISION ORDERS DOCUMENTATION	
EXECUTED DIVISION ORDERS, RATIFICATIONS, STIPULATIONS, ASSIGNMENTS/CONVEYANCES, ANALYSTS NOTES, DOI STATEMENTS, SUSPENSE PAYMENT NOTICES, TITLE OPINIONS, ETC.	FEDERAL, STATE, INDIAN-- ACT+25Y PAST ABD; OTHER-- ACT+10/STATE STATUTE
FEE & ROYALTY DOCUMENTATION	
DEEDS, MORTGAGE LETTERS, ABSTRACTS, TITLE POLICIES, TITLE OPINIONS, LEASE GRANTS, PAYMENT DOCUMENTATION, ETC.	ACTIVE + 10 STATE STATUTE
SERVICE STATION DOCUMENTATION	
DEEDS, MORTGAGE LETTERS, ABSTRACTS, TITLE POLICIES, TITLE OPINIONS, LEASE GRANTS, PAYMENT DOCUMENTATION, ETC.	PERMANENT
RIGHT OF WAY DOCUMENTATION	
AGREEMENTS	
RIGHT OF WAY, FRANCHISE, CONDEMNATION, HOLD HARMLESS, METER/VALVE SITE, SWD, POLE & EASEMENT SURFACE AGREEMENTS, LICENSES/PERMITS, ETC.)	CURRENT AGREEMENTS--ACTIVE; EXPIRED--ACT+5; PERMANENT RELEASE--PERM; SOLD/ASSIGNED-- UPON TRANSFER OF TITLE
RECEIPT & RELEASE DOCUMENTATION	
ACCESS (ALL TYPES)	PERMANENT
INITIAL CONSTRUCTION DAMAGES INCLUDING DAMAGE PAYMENT INFORMATION	PERMANENT

LANDOWNER/SURFACE LESSEE FOR WELL LOCATION DAMAGES	PERMANENT
LEAK DAMAGES	PERMANENT
MAINTENANCE DAMAGES	5Y
REFINERY SPRAY DAMAGES TO CARS	5Y
UNUSUAL DAMAGES (PLOW, DOCK DAMAGES)	5Y

NATURAL GAS

ANALYSIS/TESTING & INSPECTION DOCUMENTATION BTU TESTING, CATHODIC PROTECTION, CONSTRUCTION & NONDESTRUCTIVE TESTING DATA, GAS & LIQUID ANALYSIS SAMPLING, PULSATION DAMPENING UNITS, WELDER QUALIFICATION TESTING, COMPRESSOR STATION INSPECTION, DISCHARGE LINE INSPECTION, STEAM BOILER INSPECTION, ETC.	ACTIVE + 5Y
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CONTRACTS/AGREEMENTS

CONNECTION AGREEMENT, CONSTRUCTION & OPERATING AGREEMENT, CONSTRUCTION CONTRACT, ELECTRIC POWER CONTRACT, ETHANE/PROPANE CONTRACT, EXCHANGE AGREEMENT (GAS PIPELINE?), GAS INJECTION AGREEMENT, GAS PURCHASE CONTRACT, GAS STORAGE CONTRACT (BY COUNTY), ETC.	ACTIVE + 5Y
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FORECASTS

GAS MARGIN FORECASTS, GAS PRICE FORECAST, LIQUID MARGIN FORECAST, PRIOR GROSS PRODUCTION, GAS VOLUMES, ETC.	10Y
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MAPS

PIPELINE AERIAL SURVEYS, PIPELINE MAPS, ETC.	ACTIVE
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MARKETING

INCREMENTAL PRICING FILINGS	10Y
MCF CALCULATIONS	10Y
NATURAL GAS REGULATIONS-- COMPLIANCE & PROCEDURE GUIDE	1998
OVER/SHORT STATEMENT	ACTIVE + 10Y

PLANTS

CONSTRUCTION DOCUMENTATION
SEE: ENGINEERING

OPERATIONS

GAS PROCESSING PLANT STATEMENT, 10Y
PLANT MEASUREMENT, PLANT OWNERS
MEETING, ETC.

REGULATORY

DETERMINATION OF PIPELINE ACTIVE + 5Y OR AS REQUIRED BY
JURISDICTION, DOCKET FILES, ENERGY PERMIT
CONSERVATION REPORTS, FERC ANNUAL
FILING FEE, GAS FIRED HEATER
PERMIT, HYDROSTATIC TESTING
PERMITS, PIPELINE INSPECTION AND
MAINTENANCE PLAN, RATE CASES, RRC-
R-3, RRC-T-3, STATE COMMISSION
FILES

TRANSPORTATION DOCUMENTATION

DELIVERY TICKETS, MANIFESTS, ETC. 3Y

EQUIPMENT RECORDS

1/29/93

RECORDS IN THIS SECTION REFER TO COMPUTERS AND SOFTWARE, OFFICE
MACHINES, FURNITURE, TELECOMMUNICATIONS, AND OPERATIONAL

ACQUISITIONS/DISPOSITIONS DOCUMENTATION

INCLUDES LEASE, PURCHASE, LIFE OF CONTRACT + 4Y
SURPLUS/SALES, TRANSFERS, AND
VENDOR INFORMATION

INSPECTIONS/CERTIFICATIONS/TESTS

PIPE INSPECTIONS, SAFETY VALVE 2Y
INSPECTIONS, ABS SURVEYS, PUMP
PERFORMANCE, COMPRESSOR ANALYSIS,
CARGO GEAR, WELDING, ETC.

INSTALLATION/MAINTENANCE/REPAIRS DOCUMENTATION

ACTIVE + 2Y

INSTRUCTIONS/MANUALS

ACTIVE

INVENTORY DOCUMENTATION

PHYSICAL PROPERTY, PLANT AND ACTIVE
EQUIPMENT WITHOUT REGARD TO VALUES

SPECIFICATIONS/MODIFICATIONS

RELATING TO PLANS, DRAWINGS, LIFE OF EQUIPMENT + 6Y
STUDIES, ETC.

WARRANTIES

INSTALLATION + 6Y

FACILITY RECORDS

8/25/92

COSTS/CLEARANCES/ALLOCATIONS

RENT COST/ALLOCATIONS ACTIVE

MAINTENANCE DOCUMENTATION

REFINERIES, PLANTS, TERMINALS, ACTIVE + 2Y
OFFICES, WAREHOUSES, PIPELINES,

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ETC.

OFFICE

FOOD SERVICE DOCUMENTATION--P.C.

FOOD SERVICE RECORDS ("HOT" CHECK
FILE, ADVISORY COMMITTEE FILE,
CATERING REQUESTS, DAILY SALES
RECEIPTS, FURNISHED UNIFORMS &
LOCKER INFO, PRELIMINARY AUDIT--
CASH & INVENTORY, ETC.) ACTIVE

PLANS/DRAWINGS/SPECIFICATIONS

BLUEPRINTS, DRAWINGS LIFE OF FACILITY + 6Y

BUILDING PLANS & SPECIFICATIONS LIFE OF FACILITY + 6Y

FACILITY AREA DESIGN LIFE OF FACILITY + 6Y

MASTER BUILDING PLANS LIFE OF FACILITY + 6Y

OFFICE LAYOUT/RELOCATION LIFE OF FACILITY + 6Y

MODIFICATIONS

OFFICE CHANGES AND
IMPROVEMENTS/ENHANCEMENTS, PLANT
IMPROVEMENTS/ENHANCEMENTS,
FACILITY EXPANSION, ETC. ACTIVE + 3Y

STORAGE DOCUMENTATION

INVENTORY, LEDGERS, WAREHOUSE COST
& RATES, WAREHOUSE STOCK LISTS,
WAREHOUSE STORAGE CAPACITY,
CONTAINERS, ETC. ACTIVE

MAINTENANCE & REPAIR

TANK & TANK SITE CLEANING,
INSPECTIONS, ETC. 4Y

UTILITIES

CONSUMPTION, GENERATION, CONSERVATION DOCUMENTATION

ENERGY CONSERVATION DOCUMENTATION,
ENERGY USE TARGETS, RATE
SCHEDULES, REPORTS, UTILITY COSTS,
VENDORS, ENERGY AUDITS, ETC. ACTIVE + 3Y

WORK ORDERS

WORK ORDERS (INSTALLATION,
MAINTENANCE, PROJECT, REPAIR, ETC.) ACTIVE + 1Y

MATERIALS & PROCUREMENT RECORDS

8/25/92

BID DOCUMENTATION

COMPONENTS

BASIS OF BIDS--TERMS & CONDITIONS,
EVALUATION, TABULATION, REQUEST
FOR QUOTATION, APPLICATIONS,
SPECIFICATIONS, BID SHEET, BIDDERS
LIST, POSTINGS, REQUESTS &
COMPARISONS, SOLICITATION/TENDER, ACTIVE

GAL 000060178

BIDS ACCEPTED OR REJECTED, BID REQ
LTR, ETC.

ATERIAL
FORECASTS

ACTIVE

INVENTORY/INVESTMENT DOCUMENTATION
SEE FINANCIAL--ACCOUNTING--
INVENTORY DOCUMENTATION (IF THIS
REFERS TO LIFO CALCULATION,
RETENTION SHOULD BE PERMANENT)

PURCHASING DOCUMENTATION

PURCHASE ORDERS, RECEIVING DOCUMENTS UFTA

PRICE LISTS, REQUISITIONS,
QUOTATIONS, ETC. ACTIVE

COMPLAINTS/CLAIMS DOCUMENTATION ACTIVE + 2Y

REFERENCE INFORMATION

CATALOGS, COMMODITY CODES--
PURCHASING DEPARTMENT, PURCHASE
COST INDEX, PURCHASING PRODUCT
LIST, ETC. ACTIVE

VENDOR DOCUMENTATION

PROGRAMS, FEES, BROCHURES,
PROPOSALS/SOLICITATIONS, RANKING,
ETC. ACTIVE + 3Y

TAX RECORDS

2/23/93

The statute of limitations for federal and state income tax purposes expired for returns filed by Conoco Inc. and affiliated companies for the years 1980 and 1981, and examination of the Company's 1982 and 1983 federal income tax returns was recently finalized; consequently, all records retained for such years solely for income tax purposes can now be destroyed except:

- Records and other data used in computing the Company's LIFO inventory must be permanently retained to support the Company's LIFO valuation; no variance is provided for in the IRS regulation.
- Records and other data used in computing the Company's R&E Tax Credit should be retained until further notice.
- 1983 Investment Tax Credit support records should be retained until further notice.
- Records and other data that relate to loan agreements by Conoco Inc with any of its subsidiaries (domestic or foreign) should be retained pending the outcome of the ongoing State audit.

EXCISE

AIRCRAFT TAX REGULATIONS--FEDERAL
& STATE UNT SUPER OR OB

BUSINESS TAX REFUNDS--BY STATE UNT SUPER OR OB

DIESEL TAX REPORTS/RUNS--
TRANSPORTATION 6Y

EXCISE TAX COLLECTION ON NATL GASO 10Y

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FROM PARTNER OPR PLANTS

EXCISE TAX FILES--CITY, STATE, FED	UNT SUPER OR OB
EXCISE TAX MANUAL	UNT SUPER OR OB
EXCISE TAX RETURNS & WORK PAPERS	6Y
EXCISE TAX STUDIES & PROJECTS	UNT SUPER OR OB
FEDERAL EXCISE TAX REPORTS-- GASOLINE & LUBE OIL WORK PAPERS	3Y AFTER DATE OF RTN
IMPORT/EXPORT CUSTOMS & DUTIES	5Y
IMPOSTN OF DSL FUEL TAXES ON SALES TO RETAILERS-IRS NOTICE & CERT	3Y AFT DATE OF TAX RTN OR TAX PD, WHICHEVER IS LATER
INVS & IMPRT BROKR STMTS FOR TAX PD ON IMPRT & PUR	UNT SUPER OR OB
KAYO SALES TAX PROGRAMS	UNT SUPER OR OB
MISC TAXES--CITY MARTA, CHAIN STORE, COMRL TEN OCCUPANCY, CONSERVTN LEVY, ESTATE & GIFT TAXES, GROSS EARNINGS & GROSS RECPTS, INSURANCE, INVENTORY, LEASE/RENT, LITTER, LOCAL PRIVILEGE, PRODTN, METRO CAP IMPROV, PASS THRU, PIPELINE, SCHOOL, MED, OIL SPILL	UNT SUPER OR OB
MOTOR FUELS TAX REPORT FILE--OTHER THAN TAX AREA	6Y
OCCUPATIONAL TAX STAMPS IN STORE FILES	UNT SUPER OR OB
STATE TAX AUDIT PROTEST	UFTA + 5Y
SUMMARY OF CONDENSATE/CRUDE OIL EXCISE TAX	10Y
TAX ON USE OF 55,000 LB HIGHWAY MOTOR VEHICLES--<5,000 MI EXEMP	6Y
TAX ON USE OF 55,000 LB HIGHWAY MOTOR VEHICLES--CREDIT/REFUND	6Y
TAX REPORTS--ALIENS	10Y
TAX REPORTS--INDIAN TRIBE	10Y
TAXES PAID REPORT (INCL LETTERS)-- ANNUAL--FOR PUBLIC REL	10Y
TOBACCO PRODUCTS (CIGARETTES)- DIST'S & RETAILER'S SALES & PUR RCD	6Y
WEIGHT DISTANCE TAX RECORDS	6Y

MOTOR FUEL

ACCT RECONCILIATIONS, CHECK REQUEST COPY, COMPUTER RUNS, CORRES, EXEMPTION LISTS, INTERCO BILLING, INVENTORY STATS, JOBBER BILLING LISTS, STATE FORMS	6Y
AIRCRAFT FUELS TAX--IMPORTING DEALER'S RECORDS	6Y
ALCOHOLIC BEVERAGE TAX CREDITS/REFUNDS	6Y
CIGARETTE & TOBACCO PRODUCTS TAX-- CREDIT/REFUND & DEFICIENCY	6Y
DIESEL MOTOR FUEL TAX RECORDS & CREDIT/REFUND	6Y
DISTILLATE SPECIAL FUEL TAX OR LIQUIFIED GAS SPECIAL FUEL TAX	6Y
EXCISE TAX CREDIT/REFUND	6Y
FUEL TAX FOR NONHIGHWAY USE CREDIT/REFUND	6Y
FUEL TAX--DEALER'S RECORDS FOR MOTOR VEHICLE OR AIRCRAFT FUEL	6Y
FUEL TAX--INTERSTATE FUEL USER (MOTOR CARRIER) LICENSEE RECORDS	6Y
GASOHOL DEALER'S RECORDS	6Y
GASOLINE & DIESEL FUEL TAX-- PERMITTED SUPPLIERS & USERS RECORDS	6Y
GASOLINE & MOTOR FUEL TAX CREDIT/REFUND-ACCIDENTAL MIXTURE, EXEMP	6Y
GASOLINE & MOTOR FUEL TAX-- DISTRIBUTOR'S RECORDS	6Y
GASOLINE & MOTOR FUEL TAX--STATE WANTS ADDITIONAL TAXES	6Y
GASOLINE FLOOR STOCKS TAX--FORM 720 (INVENTORIES) & SUPPORT DOCS	4Y
GASOLINE FLOOR STOCKS TAX--RECORDS OF CLAIMS FOR REFUNDS/CREDITS	3Y AFT CLAIM FILED
GASOLINE LICENSE TAX-- DISTRIBUTOR'S RECORDS	6Y
GASOLINE TAX--DISTRIBUTOR'S, DEALER'S, REFINER'S, ETC. RECORDS	6Y

INTERSTATE MOTOR CARRIER'S FUEL TAX RECORDS	6Y
LIQUIFIED COMPRESSED GAS TAX RECORDS	6Y
MOTOR & SPECIAL FUELS TAX ASSESSMENT, COLLECTION & CREDIT/REFUND	7Y FOR COLLECTION; 4Y FOR CRED/REF; 3Y FOR ASSESS
MOTOR CARRIERS ROAD TAX RECORDS	6Y
MOTOR FUEL TAX--CORP'S RCDS OF MILEAGE BY VEHICLES OPR IN STATE	6Y
MOTOR FUEL TAX--MANIFEST FOR MOTOR FUEL AS CARGO	6Y
MOTOR FUEL TAX--TERMINAL OPERATOR'S RECORDS	6Y
MOTOR FUELS OTHER THAN GASOLINE TAX--LICENSEE RECORDS	6Y
MOTOR VEHICLE FUEL IMPORTER TAX-- MOTOR CARRIERS' RECORDS	6Y
MOTOR VEHICLE REGISTRATION TAXES-- APPLICATIONS	6Y
PETROLEUM PRODUCTS TAX--DEALER'S & DISTRIBUTOR'S RECORDS	6Y
SPECIAL FUEL TAX--DISTRIBUTOR, CARRIER, USER, ETC.	6Y
VEHICLE & AVIATION FUEL TAX CREDIT/REFUND	1Y FROM PURCHASE
PRODUCTION OR SEVERANCE TAXES	
APPLIC FOR ENHANCED RECOVERY GROSS PROD TAX EXEMPT	UNT SUPER OR OB
AUDITS--SEVERANCE TAX	AUDIT + 10Y
CERTIFICATE STATING EXEMPT OR LOWER TAX CRUDE	UNT SUPER OR OB
CRUDE OIL TAX SYSTEM MANUAL	UNT SUPER OR OB
GAS PROCESSORS TAX FILE--TAX AREA	UNT SUPER OR OB
GROSS PRODUCTION TAX AUDIT	AUDIT + 10Y
INDIAN TAX MANUALS--STATE	UNT SUPER OR OB
NATURAL RESOURCES SEVERANCE & PROCESSING TAX CREDIT/REFUND	8Y
OIL SEVERANCE/PRODUCTION TAX RECORDS	8Y

QUARTERLY/ANNUAL RETURNS (FORMS 720 & 6047) & SUPPORTING DOCS	UNT SUPER OR OB
SEVERANCE TAX (STATE) CREDIT/REFUND	8Y
SEVERANCE TAX (STATE) ON OIL & GAS	8Y
SEVERANCE TAX (STATE) ON OIL & GAS--MILL LEVY RETURN	8Y
SEVERANCE TAX ACTION FOR RECOVERY	8Y
SEVERANCE TAX CADRE LEDGER LIST-- OIL	10Y
SEVERANCE TAX FILE	UNT SUPR OR OB
SEVERANCE TAX GUIDE--VOL 1 & 2-- COPAS OIL & GAS	UNT SUPR OR OB
SEVERANCE TAX RATES	UNT SUPR OR OB
STATE SEVERANCE TAX PMT FOR NATL GAS SALES--FIRST SALE RECORDS	8Y
WINDFALL PROFIT TAX ANNUAL IRS FORM (F 6248)	11Y
WINDFALL PROFIT TAX CERT-- CONOCO/OUTSIDE OPERATIONS & PURCHASES	10Y
WINDFALL PROFIT TAX LETTERS TO INVESTORS	10Y
WINDFALL PROFIT TAX OWNER STMTS/MASTER FICHE RECORDS	11Y
WINDFALL PROFIT TAX RSC MASTER FILE	10Y
WINDFALL PROFIT TAX STATE TAX LISTING	10Y
WINDFALL PROFIT TAX WORK PAPERS AND GEN INFO	UNT SUPER OR OB
WINDFALL PROFIT TAX--API STMTS	11Y
WINDFALL PROFIT TAX--EXPLORATION FUND	UNT SUPER OR OB
WINDFALL PROFIT TAX--REFUND-- LEASES & OVERRIDES	3Y
WINDFALL PROFIT TAX--REGULATIONS	UNT SUPER OR OB
SALES TAX	
AUDITS--AIRCRAFT SALES & USE TAX	AUDIT + 6Y
SALES & USE TAX RULINGS--BY STATE	UNT SUPER OR OB

SALES TAX RATES--CITY, STATE, ETC.	UNT SUPER OR OB
SALES TAX--CONTRA RETIREMENTS	10Y
SALES TAXES COLLECTED FOR TAX COMMISSION--FOOD SVS	6Y
USE TAX REPORT--DEPT OF TREASURY	UNT SUPER OR OB
SYSTEMS	
EXCISE TAX SYSTEM (EXTASY)-- CURRENT & HISTORICAL	UNT SUPER OR OB
MARKETING EXCISE TAX SYSTEMS (METS)	UNT SUPER OR OB
INCOME--FEDERAL	
AMENDED RETURN FILES	
FORMS AND SUPPORTING DETAIL CORRESPONDENCE	UNT SUPER OR OB
MISCELLANEOUS WORKPAPERS	20Y
AUDITS	
AUDIT FILES	
AGENT'S REPORTS	20Y
CLAIMS FOR REFUNDS	20Y
CORRESPONDENCE	UNT SUPER OR OB
ENGINEER'S REPORTS	20Y
PROTEST AND WORKPAPERS	20Y
WORK FILES	20Y
CORRESPONDENCE	
MISCELLANEOUS	
POLICIES AND PROCEDURES	UNT SUPER OR OB
STUDIES OF PROPOSED LEGISLATION	ACTIVE + 1Y
TAX ARTICLES AND PRESENTATIONS	UNT SUPER OR OB
TAX STUDIES AND PROJECTS	UNT SUPER OR OB
DOMESTIC PARTNERSHIPS	
FEDERAL RETURN SUPPORT	
AMENDED FORM 1065S	UFTA
CORRESPONDENCE	UNT SUPER OR OB
FORM 1065S AND SUPPORTING DETAIL	UFTA
LIST OF PARTNERSHIPS	UFTA
FEDERAL RETURN FILES	
FORM 1120 AND SUPPORTING DETAIL--COMPANIES IN TAX CONSOLIDATION	
INCLUDES THE CONSOLIDATED FEDERAL	20Y

INCOME TAX RETURN AND THE SEPARATE
COMPANY TAX RETURN FILES FOR THOSE
COMPANIES INCLUDED IN TAX
CONSOLIDATION.

FORM 1120 AND SUPPORTING DETAIL--NONCONSOLIDATED COMPANIES
INCLUDES PIPELINE COMPANIES AND 20Y
OTHER COMPANIES NOT INCLUDED IN
TAX CONSOLIDATION.

FEDERAL RETURN SUPPORT
MISCELLANEOUS WORKPAPERS
BACKUP INFORMATION FOR TAX UFTA + 2
ADJUSTMENTS

FOREIGN TAX CREDIT
FTC FEDERAL RETURN SUPPORT
CORRESPONDENCE UNT SUPER OR OB

E&P COMPUTATIONS OF FOREIGN UFTA OR UNTIL OB
CORPORATIONS/WORKPAPERS/FORMS

FOREIGN TAX RECEIPTS/RETURNS UFTA OR UNTIL OB

FORM 1118 AND SUPPORTING DETAIL UFTA OR UNTIL OB
(861 DETAIL, ETC.)

FOREIGN TAX RETURN FILES
CANADIAN RETURNS/SUPPORTING DETAIL/MISC. WORKPAPERS
20Y

HOUSTON LOCATION
AGREEMENTS, ANALYSIS, AND REVIEW
CONTRACT REVIEW AND ANALYSIS UFTA

CORRESPONDENCE UNT SUPER OR OB

INCOME TAX RULINGS PERM

PROTEST AND WORKPAPERS 20Y

SERVICE AGREEMENT UNT SUPER OR OB

STUDIES OF PROPOSED LEGISLATION ACTIVE +1Y

MISCELLANEOUS
POLICIES AND PROCEDURES UNT SUPER OR OB

TAX ARTICLES AND PRESENTATIONS UNT SUPER OR OB

TAX STUDIES PROJECTS UNT SUPER OR OB

INFORMATION RETURNS
FORMS 1001, 1042, 1042S, 1078

UFTA OR UNTIL OB

NATURAL RESOURCES
ASSET DISPOSITIONS--U.S. DOMESTIC
CAPITAL GAIN SUPPORTING WORKPAPERS UFTA + 5Y

CORRESPONDENCE UNT SUPER OR OB

EXCHANGE OF LIKE-KIND PROPERTY	PERM
DEPLETION--CONOCO INC.	
COPY OF COMPUTER COMPUTATIONS-- COST, PERCENTAGE, RESERVES---BOTH FEDERAL AND STATE	UFTA + 5Y
CORRESPONDENCE	UNT SUPER OR OB
SUPPORT WORKPAPERS	UFTA + 5Y
SYSTEM DOCUMENTATION	UNT SUPER OR OB
DEPRECIATION--CONOCO INC.	
COPY OF COMPUTER COMPUTATION	UFTA + 5Y
CORRESPONDENCE	UNT SUPER OR OB
WORKPAPERS	UFTA + 5Y
GEOLOGICAL AND GEOPHYSICAL--ALL COMPANIES	
A/C 14108 & 14129 DEFERRED DETAIL	UFTA OR UNTIL OB
CORRESPONDENCE	UNT SUPER OR OB
SUPPORTING WORKPAPERS	UFTA + 5Y
INCOME--STATE	
OF INCORPORATION OR QUALIFICATION BY COMPANY, BY STATE. CORRESPONDENCE.	+ 7Y
ALL COMPANY RECAP	
STATE INCOME TAX ACCRUAL. RECAP OF STATE INCOME TAX PAYMENTS BY COMPANY, BY STATE, BY YEAR; FRANCHISE TAX ACCRUAL. RECAP OF STATE FRANCHISE TAX PAYMENTS BY COMPANY, BY STATE, BY YEAR.	5Y
ANNUAL REPORT FILES	
FILE INCLUDES COMPANY AND REPORT YEAR. INCLUDES FORM, ALL CORRESPONDENCE, PAYMENTS, ATTACHMENTS TO RETURN.	7Y
AUDITS--CITY INCOME TAX	
FILE INCLUDES COMPANY AND YEARS AUDITED, STATE'S AUDIT WORKPAPERS, CORRESPONDENCE, OFFICIAL ASSESSMENT/REFUND NOTICE, ANY PROTESTS AND FINAL RESOLUTION.	UFTA + 5Y
AUDITS--STATE FRANCHISE TAX	
EACH FILE INCLUDES COMPANY AND YEARS AUDITED, STATE'S AUDIT WORKPAPERS, CORRESPONDENCE, OFFICIAL ASSESSMENT/REFUND NOTICE, ANY PROTESTS AND FINAL RESOLUTION.	UFTA + 5Y

AUDITS--STATE INCOME TAX FILE INCLUDES COMPANY AND YEARS AUDITED, STATE'S AUDIT WORKPAPERS, CORRESPONDENCE, OFFICIAL ASSESSMENT/REFUND NOTICE, ANY PROTESTS AND FINAL RESOLUTION.	UFTA + 5Y
CANADIAN ANNUAL REPORT FILES BY COMPANY, BY PROVINCE, FORMS, PAYMENTS, CORRESPONDENCE, ATTACHMENTS.	7Y
CITY INCOME TAX RETURN FILES CITY INCOME TAX RETURNS AND RELATED WORKPAPERS. BY CITY, BY COMPANY. FILE INCLUDES RETURN FORMS, EXTENSIONS, CHECK REQUESTS, QUARTERLY INSTALLMENTS, ATTACHMENTS TO RETURN, CORRESPONDENCE WITH CITY.	UFTA + 5Y
CLAIMS FOR REFUND--FRANCHISE TAX FILES ARE BY COMPANY, BY STATE. CONTAIN INFORMATION RELEVANT TO THE REFUND CLAIM. ALL CORRESPONDENCE. FINAL DISPOSITION.	UFTA + 5Y
CLAIMS FOR REFUND--INCOME TAX FILES ARE BY COMPANY, BY STATE. CONTAIN INFORMATION RELEVANT TO THE REFUND CLAIM. ALL CORRESPONDENCE. FINAL DISPOSITION.	UFTA + 5Y
CORPORATE CALENDAR ALL CURRENT PAGES PLUS ALL OUTDATED PAGES.	PERMANENT
CORPORATE SEALS CORPORATE SEALS FOR COMPANIES OPERATING IN STATES THAT REQUIRE THE CORPORATE SEAL ON RETURNS.	UNTIL NO LONGER NEEDED
PARTNERSHIP REPORT FILES INFORMATION RETURNS CONTAIN PARTNERSHIP AND YEAR, FORMS, CORRESPONDENCE, ATTACHMENTS TO RETURN.	UFTA + 5Y
REVENUE AGENT REPORT RETURN FILE RAR (REVENUE AGEENT REPORT) RETURNS & RELATED WORKPAPERS. REPORT FEDERAL INTERNAL REVENUE SERVICE INCOME TAX ADJUSTMENTS TO THE STATE TAXING JURISDICTIONS. FILES INCL CORRESPONDENCE, AMENDED RETURNS SHOWING TAX OR REFUND, SCHD SHOWING IRS ADJUSTMENTS.	5Y AFTER FILING RAR W/STATE
STATE DEPLETION RUNS CALCULATES GREATER OF COST OR PERCENTAGE DEPLETION FOR ALL	UFTA + 5Y

LEASES AT VARYING PERCENTAGES.

STATE FRANCHISE TAX RETURN FILES STATE INCOME TAX RETURNS AND RELATED WORKPAPERS. BY STATE, BY COMPANY. FILE INCLUDES RETURN FORMS, EXTENSIONS, CHECK REQUESTS, QUARTERLY INSTALLMENTS, ATTACHMENTS TO RETURN, CORRESPONDENCE WITH STATE.	UFTA + 5Y
STATE INCOME TAX RETURN FILES STATE INCOME TAX RETURNS AND RELATED WORKPAPERS. BY STATE, BY COMPANY. FILE INCLUDES RETURN FORMS, EXTENSIONS, CHECK REQUESTS, QUARTERLY INSTALLMENTS, ATTACHMENTS TO RETURN, CORRESPONDENCE WITH STATE.	UFTA + 5Y
TAX FILING CALENDAR MAINTAINS THE DUE DATES OF ALL INCOME TAX RETURNS, FRANCHISE TAX RETURNS, ANNUAL REPORTS, INSTALLMENTS, AND OTHER FILINGS BY STATE BY COMPANY.	2Y
TAX STATUS MONTHLY REPORT MONTHLY STATE INCOME TAX UNIT ACTIVITY REPORT.	2Y
WORK PAPER FILES FILES ARE BY COMPANY, BY YEAR. CONTAIN DATA NECESSARY TO PREPARE & FILE STATE & CITY INCOME TAX RETURNS & FRANCHISE TAX RETURNS. DATA CONTAINED: GROSS RCPTS BY STATE; PROPERTY, PLANT & EQUIP BY ST; CURRENT ASSETS BY ST; BALANCE SHTS & FED INC TAX INFO.	UFTA + 5Y
PROPERTY AD VALOREM STATE TAX REPORTS-- AUTOMOTIVE	6Y
AD VALOREM TAX MANUAL	UNT SUPER OR OB
AD VALOREM TAX REIMBURSEMENT	STAT OF LIMIT
ANALYSIS OF DEPRECIABLE INVST & RESERVES	UNT SUPER OR OB
MAPS--SHOWS CONOCO, DU PONT & CONSOL PROPERTIES	UNT SUPER OR OB
PERSONAL PROPERTY FILES	10Y
PROJECTS--SUBSIDIARY--PROPERTY TAX ITEMS	5Y
PROPERTY TAX BY STATE FOR RAILCARS	LIFE OF EQMT + 10Y

& MOTOR CARRIERS

PROPERTY TAX FILES FROM DU PONT LIFE OF PROP

PROPERTY TAX PAYMENT RECEIPT--FROM PERM
TAX COLLECTORS

PROPERTY TAX RATES UNT SUPER OR OB

PROPERTY TAX RETURNS--GAS 2Y AFT SETTLE

PROPERTY TAXES PAID REPORT (INCL 10Y
DETAIL)--YEARLY

PROPERTY--AD VALOREM DOCUMENTATION 5Y AFT DISP

STATE PROPERTY--INVENTORY 3Y
WORKSHEETS (BY STATE)

COUNTY

COUNTY FILE--OTHER THAN TAX AREA UNT SUPER OR OB

PROPERTY TAX COUNTY FILE (TAX AREA) LIFE OF AFE
AFE COPY

CORRES & LEGAL DOCS LIFE OF FILE

INV OF PROP (RENDITION) UNT SUPER OR OB

NOTICE OF APPRAISAL 1Y

LIMITATION OF ASSESSMENTS

PERSONAL PROPERTY OF CORPORATIONS 5Y
TAX RECORDS

PROPERTY ESCAPING ASSESSMENT & ESCAPE-5Y; SUBJ TO TAX-4Y;
SUBJECT TO TAXATION FRAUD-7Y

PROPERTY TAX COLLECTIONS IN GENERAL 7Y

PROPERTY TAX CREDIT/REFUND 6Y

TANGIBLE PERSONAL PROPERTY TAX 6Y

LIMITATION OF ASSESSMENTS--PIPELINE COS

PROPERTY TAX RETURNS--FERC 3Y AFT SETTLE
RETENTION

STATE FILE

PROPERTY TAX STATE FILE--ADDS & 7Y, ASSET LIST-5Y
DELETES (CAMS), ASSET INFO FROM DU
PONT/CONSOL, ASSET LISTING (CAMS),
GOVT RPTS & OTHER GOVT INFO, OTHER
(CORRES, ARTICLE, ETC), TERMINAL
INVENTORY LISTS

SYSTEMS

AD VALOREM INFO SYSTEM (AVIS)--BY LIFE OF PROPERTY
PROP ITEM

AD VALOREM INFO SYSTEM (AVIS)-- UNT SUPER OR OB

MANUAL

PARTNER-OPERATED PROPERTIES-- 10Y
PERSONAL COMP DISK

HUMAN RESOURCES RECORDS

2/19/93

COMPENSATION DOCUMENTATION

MERIT/SALARY

MERIT BUDGET (BY YEAR/COUNTRY), 3Y
SALARY BUDGET, REGULAR AND
DEFERRED INCENTIVES, COMPENSATION
AWARDS, ALTERNATIVE PAY PLANS,
UNEMPLOYMENT COMPENSATION, ETC.

RATE TABLE/SCHEDULES

RATINGS AND SCALES, COMPARISONS, 3Y
SALARY CLASSIFICATIONS, SHIFT
PREMIUMS, ETC.

U.S. SAVINGS BOND DOCUMENTATION

ACTIVE

EMPLOYEE BENEFIT DOCUMENTATION

ADMIN - BENEFIT PLANS

PERM

COMPREHENSIVE DISABILITY INCOME DEATH OF RETIREE+6Y
PLAN (CDIP)--DISABILITY CASES, DURATION OF EMPLOYMENT+6Y
GOVERNMENT FILINGS

CONOCO EMPLOYEE STOCK OPTION PLAN DEATH OF RETIREE+6Y
(CESOP)--MASTER BOOK, IRS DURATION OF EMPLOYMENT+6Y
DETERMINATIONS, ETC.

CONOCO MEDICAL PLANS DEATH OF RETIREE+6Y

DEPENDENT CARE SPENDING ACCOUNT DURATION OF EMPLOYMENT+6Y
PLAN

EDUCATIONAL ASSISTANCE-- DURATION OF EMPLOYMENT+6Y
APPLICATIONS, TUITION REFUND
RECORDS, ASSISTANCE
GRANTED/REFUNDS, ETC.

FINANCIAL PLANNING DEATH OF RETIREE+6Y

FOREIGN TRAVEL AND ACCIDENT PLAN DURATION OF EMPLOYMENT+6Y

HEALTH CARE SPENDING ACCOUNT PLAN DURATION OF EMPLOYMENT+6Y

LIFE INSURANCE--CONTRIBUTORY & DEATH OF RETIREE+6Y
NONCONTRIBUTORY (EMPLOYEE GROUP DURATION OF EMPLOYMENT+6Y
TERM LIFE INSURANCE, DEPENDENT
TERM LIFE INSURANCE, ACCIDENTAL
DEATH, DISMEMBERMENT, AND
PERMANENT DISABLEMENT PLAN)--
ENROLLMENT, BENEFIT CLAIMS,
DEDUCTION HISTORY, STATEMENT OF
HEALTH, ETC.

RETIREMENT PLAN-- QUALIFICATION/ACTIVITY DOCUMENTATION (VESTING APPLICATIONS, ANNUITIES, BIRTH CERTIFICATES, ETC.)	DEATH OF RETIREE OR LAST PAYMENT TO SURVIVOR+6Y
SEVERANCE PAY PLAN	DURATION OF EMPLOYMENT+6Y
THRIFT PLAN--KEY SAVINGS PLAN (401K), LUMP SUM ROLLOVER TO THRIFT (BY EMPLOYEE), REGULAR THRIFT	DEATH OF RETIREE+6Y
TRANSFER ASSISTANCE PLAN	DURATION OF EMPLOYMENT+6Y
VACATION PLAN	DURATION OF EMPLOYMENT+6Y
VISION CARE	DURATION OF EMPLOYMENT+6Y
EMPLOYEE DOCUMENTATION CAREER HISTORIES, PERSONNEL RECORDS, APPLICATIONS, RESUME, DISCIPLINARY DOCUMENTATION, TERMINATION RECORDS, ETC.	ACTIVE + 3Y
PERFORMANCE APPRAISAL DOCUMENTATION	ACTIVE + 2Y
EMPLOYEE RELATIONS ADMINISTRATION PROGRAMS	ACTIVE + 5Y
AFFIRMATIVE ACTION/EEO DOCUMENTATION COMPLIANCE REVIEWS, COMMITTEE MINUTES, ETC.	ACTIVE + 1Y
CASE FILES/LITIGATION CLAIMS AND CHARGES, POTENTIAL SITUATIONS AND CHARGES, ETC.	ACTIVE + 4Y
CHANGING WORK FORCE PROGRAMS CHILD CARE ASSISTANCE PROGRAM PROPOSAL, CULTURAL DIVERSITY-- MINORITIES FOCUS GROUPS-- SURVEYS/QUESTIONNAIRES, MINORITIES & FEMALES, WORK & FAMILY, ETC.	ACTIVE
EXPATRIATE DOCUMENTATION PERSONNEL FILES POLICY FILES (Normal Assignment length considered to be 5Y)	DURATION OF ASSIGNMENT + 3Y DURATION OF ASSIGNMENT + 5Y
HEALTH & FITNESS ACTIVITY CLEARANCE/CONSENT	ACTIVE + 5Y
INDUSTRIAL RELATIONS ARBITRATION, GRIEVANCES, UNFAIR LABOR PRACTICES DOCUMENTATION ARBITRATION CASES, ARBITRATORS-- PERMANENT PANEL, TERMINATION CLAIMS, CHARGES, ETC.	ACTIVE + 4Y
COLLECTIVE BARGAINING NEGOTIATIONS & SUPPORTING DOCUMENTATION	

BID LETTERS, ELECTION RESULTS-- 10Y
UNION PETITION, LABOR CONTRACT
PROVISION FILE, NEGOTIATION FACT
BOOK (PUBLISHED),
CERTIFICATION/DECERTIFICATIONS,
PETITIONS FOR REPRESENTATION,
SENIORITY LISTS, ETC.

MEDICAL (MEDICAL EMPLOYEE RECORDS ARE RETAINED IN MEDICAL
DIVISION)

ACTIVE + 40

POSITION DOCUMENTATION

APPROVAL OF POSITION, HAY STUDY 3Y
RESULTS, JOB ANNOUNCEMENTS, JOB
DESCRIPTIONS, PLACEMENT OF
EMPLOYEE, POSITION
CLASSIFICATIONS, ETC.

RECRUITING DOCUMENTATION

CANDIDATE RECORDS, 3Y
PRESENTATIONS/BROCHURES, PLACEMENT
ORGANIZATIONS/AGENCY RECORDS, ETC.

STAFFING

APPLICATIONS, RESUMES, ACTIVE + 1Y
TRANSCRIPTS, POLYGRAPH RESULTS,
INQUIRIES, JOB BIDS, EMPLOYMENT
OFFERS, LETTERS OF REFERENCE, TESTS

TRAINING AND CAREER DEVELOPMENT

CAREER DEVELOPMENT PLANS, OUTSIDE 3Y
TRAINING PROGRAMS AND SEMINARS,
COMPLETIONS OR QUALIFICATIONS,
PROGRESS AND ATTENDANCE RECORDS,
ETC.
[EXCLUDES SHEA TRAINING]

FINANCE RECORDS

3/11/93

The statute of limitations for federal and state income tax purposes
expired for returns filed by Conoco Inc. and affiliated companies for the
years 1980 and 1981, and examination of the Company's 1982 and 1983 federal
income tax returns was recently finalized; consequently, all records retained
for such years solely for income tax purposes can now be destroyed except:

- Records and other data used in computing the Company's LIFO
inventory must be permanently retained to support the Company's
LIFO valuation; no variance is provided for in the IRS regulation.
- Records and other data used in computing the Company's R&E Tax
Credit should be retained until further notice.
- 1983 Investment Tax Credit support records should be retained
until further notice.
- Records and other data that relate to loan agreements by Conoco Inc
with any of its subsidiaries (domestic or foreign) should be re-
tained pending the outcome of the ongoing State audit.

ACCOUNTING

ACCOUNTS PAYABLE DOCUMENTATION

ACCTS PAYABLE VOUCHER LOG, DEBIT UFTA
ADVICES, PAYABLE ACCT BALANCES,

SAL 000060192

RESERVE ACCT FOR POTENTIAL
LIABILITIES, INSURANCE, CORP TRADE
PAYMENTS, INVOICES, LEDGERS, LEASE
RENTALS, JT OPERATIONS, DELIVERY
TICKETS, TRANS--FREIGHT CHGS,
VOUCHERS, CRUDE OIL PURCHASES

LEASE PAYMENT DOCUMENTATION

LIFE OF LEASE + 6Y

ROYALTY

ROYALTY AND OVERRIDING ROYALTY
REPORTS, ROYALTY AND PRODUCTION
PAYMENTS, PATENT ROYALTY RECEIPTS

ACTIVE + 10Y

ACCOUNTS RECEIVABLE DOCUMENTATION

LEDGERS, COLLECTION AFFIDAVITS,
CREDIT MEMOS, DELINQUENT ACCOUNTS,
NOTES RECEIVABLE, ACCOUNT
BALANCES, BAD DEBTS, BILLINGS,
JOINT OPERATIONS, ACCTS PER
FOREIGN SUB, INVOICES, DISCOUNTS,
VOUCHERS, GAS IMBALANCES, LOANS--
INTERCOMPANY & EMPLOYEE, ETC.

UFTA

ROYALTY

DIVISION OF INTEREST REPORT

ACTIVE + 10Y

BENEFIT PLAN DOCUMENTATION

CESOP STATEMENT OF ASSETS--
MONTHLY, THRIFT QUARTERLY REPORTS,
STOCK OPTIONS, THRIFT ANNUAL
STMTS, THRIFT PAYMENTS & RECORDS
TO TRUSTEES, THRIFT WITHDRAWAL
REGISTERS

10Y

RETIREMENT SUMMARY OF ASSETS
INCOMES, RETIREMENT PLAN FUNDING,
TRUSTEE & AUDITORS REPORTS

PERMANENT

DENTAL, MEDICAL & LIFE

PREMIUM PAYMENTS

10Y

CAPITAL PROPERTY

ASSET DONATIONS

UFTA

CAP & EXPORT INVSTMNT RESERVES,
CAP PROJ BUILDING, CAPITALIZED
COSTS, FIXED ASSETS, GROSS
ADDITIONS/CAPITAL EXPENDITURES,
INVESTMENT (PROPERTY, PLANT &
EQUIPMENT), LEASED EQUIP,
POLLUTION INVESTMENT, ETC.

UFTA FROM YEAR OF LAST
ACTIVITY

CONSTRUCTION IN PROGRESS, PROPERTY
DETAIL RECORDS, SURPLUS EQUIPMENT,
WRITE-DOWN OF ASSETS VALUE, WRITE-
OFF OF FIXED ASSETS, YEAR-END
INVESTMENT BY YEAR
ACQUIRED/RESERVE, ETC.

UFTA FROM YEAR OF LAST
ACTIVITY

SAL 000060193

VOUCHERS	UFTA
DEPRECIATION, DEPLETION, & AMORTIZATION	PERM
CASH	
CASH BOOK RECONCILIATIONS, PETTY CASH/WORKING FUNDS, BANKING LEDGERS--MONEY MOVEMENTS, ETC.	UFTA
CASH CALLS--ADVANCES TO SUBS	PERMANENT
DEBT	
CAP LSE OBLIGATIONS, CONTINGENT LIABILITIES, DEBT DISCLOSURE QUESTIONNAIRE--PER FASB, LONG TERM DEBT RETIREMENTS--DISCOUNT--MERGER, MASTER NOTE--CONOCO & DU PONT, SINKING FUND, BOND ISSUE, GUARANTEES, PROMISSORY NOTES, DEBENTURES, NOTES, PUBLIC OFFERINGS	UFTA FROM YEAR OF LAST ACTIVITY
DU PONT MERGER DOCUMENTATION	
7/31/81 QUESTIONNAIRE; PLANT, PROPERTY & EQUIPMENT--MERGER BOOKS	ACTIVE + 20
EXCHANGE (CURRENCY)	
EXCHANGE RECONCILIATIONS, FORWARD EXCHANGE CONTRACT--HEDGING--ACCT FOR, CURRENCY RATES--DAILY AVG, CURRENCY SWAPS BY A FOREIGN SUB, FOREIGN EXCHANGE RATES, FOREIGN RESTRICTIONS, FOREIGN EXCHANGE RECORDS--TRANSACTIONS	UFTA FROM YEAR OF LAST ACTIVITY
EXPENSE DOCUMENTATION	
AMORTIZATION OF PREPAID ITEMS, CASH EXPL EXPENSE, DRY HOLE COSTS, DEFERRED & SUSPENSE ACCTS, COST DISTRIBUTIONS, COST ESTIMATES, EXPENSE STMTS, PRODUCTION-RELATED COSTS, RENT, PATENT ROYALTY, OVERHEAD & OPERATING DOCUMENTATION, UNINSURED CASUALTY LOSSES	UFTA FROM YEAR OF LAST ACTIVITY
FINANCIAL STATEMENTS	
BALANCE SHTS & DOCUMNTN, CASH EARNINGS (BY YEAR), CUSTOMERS' FINANCIAL STMTS, EARNINGS RPTS, PROFIT & LOSS STMTS, SPECIAL ITEMS SUMMARIES--EFFECT ON INCOME BY YEAR, FIELD & FACILITY OPER STMTS, GOLD BOOK, FINANCIAL DECLARATION--OUTSIDE COS & FOREIGN SUBS	10Y (GOLD BOOK--FILE COPY PERM)
GAS ALLOCATIONS	10Y
INVENTORY DOCUMENTATION	
OIL, GAS & PRODUCTS; PHYSICAL	ACTIVE + 2Y

PLANT, PROPERTY & EQUIPMENT;
WAREHOUSE (IF THIS REFERS TO
LIFO CALCULATION, RETENTION IS
PERMANENT)

PERSONAL EXPENSE DOCUMENTATION

AIR TICKET VOUCHERS, TRAVELERS
CHECKS, TRAVEL EXPENSE REPORT,
TEMPORARY CASH ADVANCE, 595
ACCOUNTS, CURRENCY EXCHANGE
LOSS REDUCTION FOR EXPATRIATE

UFTA

ACCTNG FOR FOREIGN INCOME TAXES

UFTA

PERMANENT CASH ADVANCE, AMERICAN
EXPRESS CARD DOCUMENTATION

5Y

PIPELINE TRANSPORTATION

CRUDE OIL & PRODUCT GAINS & LOSSES
RPTS, BILLS OF LADING &
TRANSMITTALS--PRODUCTS, EXCEPTION
REPORTS, RUN STATEMENTS, PRODUCT
TRANSFERS, RECEIPT & DELIVERY
TICKETS, TARIFF RATES & STORAGE
CHARGES

10Y

VOUCHERS

PERMANENT

PROJECT & DEVELOPMENT FINANCING

PAYOUT STATEMENTS, REVENUE BONDS,
SUBSIDIARY FINANCING

UFTA

REFERENCE MATERIAL

BANKRUPTCY SUMMARY REPORT,
BULLETINS--TREASURY, CONSUMER
PRICE INDEX, COUNCIL ON WAGE &
PRICE STABILITY, FINANCIAL
ANALYSES (DECEMBER)

ACTIVE

REGULATORY

BULLETINS--SECURITY EXCHANGE
COMMISSION (SEC); FASB & FERC
CONFLICTS; FASB DISC MEMOS,
CONCEPTS, INTERP, STMT, TECH BUL;
FINANCIAL ACCTG STANDARDS BOARD
(FASB) STATUS RPTS

ACTIVE + 1Y

REVENUE DOCUMENTATION

CASH TRANSMITTAL; EXPORT SALES;
INTRACOMPANY SALES REPORTS; CRUDE
OIL, GAS, LPG, & REFINED PRODUCTS
SALES; LEASE REVENUE;
CALCULATIONS; SETTLEMENT
STATEMENTS; SALES RECEIPTS;
TRANSFER PRICE; INVOICES; GAS
METER CHARTS

ACTIVE

AUDITING

ADMINISTRATION

ACTIVE

BENEFIT PLANS (MEDICAL, DENTAL, RETIREMENT, THRIFT, ETC.)	
	ACTIVE + 5Y
EXTERNAL	
GOVERNMENT	
AUDITS--BY FEDERAL ENERGY REG COMM (FERC), BY GOVT AGENCIES IN GENERAL (MAJORITY), BY MMS, FEDERAL INDIAN LAND, ICC FOR ALL PIPELINE COMPANIES, DOE AUDIT REQUESTS, PRICE WATERHOUSE, INTERNATIONAL, ETC.	7Y
INTERNAL	
CONFIRMATIONS, FEES, CLAIMS HISTORIES, AUDIT REPORTS, POST- AUDIT PROGRAMS, ETC.	10Y
WORKPAPERS	ACTIVE + 3Y
AUTHORITY FOR EXPENDITURE (AFE) DOCUMENTATION	
	ACTIVE + 3Y
BANKING TRANSACTIONS	
BANK OVERDRAFTS, RECONCILIATIONS, SIGNATURES, STATEMENTS, BALANCES & REPORTS, CORRESPONDENCE, FED SORT BACK DEPOSIT SLIP--DETAIL RPT TO BANK, FOREIGN BANKING RECORDS, LEDGERS, LOCKBOX DATA/NUMBERS/LISTING/RECEIPTS, WIRE TRANSFERS, ETC.	5Y
BENEFIT PLANS	
ADMINISTRATION	
CHECK--REGISTERS (ALPHA), SIGNATURE AUTHORIZATIONS, UNCLAIMED CHECKS, US SAVINGS BONDS--CHECK CONTROL LEDGER & CHECK COPIES, ETC.	10Y
RETIREMENT	
CANCELLED ANNUITY CHECKS, PENSION PAYMENTS--MONTHLY RECORD & SPECIAL PAYMENTS, ANNUITY CHECKS, CHECK LIST, CHECK REGISTERS, CONTROL SHEETS, TRUSTEE BANK STATEMENTS, ETC.	10Y
THRIFT	
CHECK CONTROL LEDGERS, TRUSTEE CHECKING ACCOUNT RECORDS, UNCLAIMED REFUND CHECK RECORDS, ETC.	10Y
CASH TRANSACTIONS	
BANK DEPOSITS, DEPOSIT SLIPS, CASH LEDGERS, ETC.	ACTIVE
CHECK TRANSACTIONS	
CANCELED CHECKS--PAYROLL & ACCT	3Y

PAY, CHECK NOTICES (STOP PAY,
REFUSE PAY, RESCIND STOP PAY),
CHECK REGISTERS OTHER THAN ACCT
PAY, CHECK STUBS, CANCELLED
CHECKS--ALL OTHER, CHECKS DESIGN,
ESCHEATABLE MONEY SYSTEM--
VOUCHERED CHECKS, FED SORT
MICROFILM, ETC.

DIVIDEND

DIVIDEND CHECKS (CANCELED CHECKS, 3Y
CENTRAL LISTS, RECONCILIATIONS)

PAYABLES

CANCELED CHECKS/REGISTER--LEASE & 3Y
OTHER LAND PMT, CANCELED FILING
FEE CHECKS--BLM/MMS LEASES, CASH
MEDIA--CHECK COPY & STUB, JOBBER
PMT CHECKS LIST, DUPLICATE CHECKS,
EMERGENCY FUND, OUTSTANDING CHECK
REGISTER, STOP PAY REQ, VENDOR INV
REGISTER, ETC.

CREDIT ADMINISTRATION

BANK FINANCING--CREDIT ADMIN, CASH LIFE OF FINANCING + 5Y
MANAGEMENT RECORDS, CASH
MEASUREMENT REPORTS, LETTER OF
CREDIT, ETC.

DEBT

BANK LOANS, ETC. ACTIVE + 3Y
COMFORT LETTERS--CONOCO TO BANKS UNTIL SUPERSEDED OR OBSOLETE

BUDGET DOCUMENTATION

ENVIRONMENTAL BUDGETS & ACTIVE
CONSIDERATIONS, PARTNER BUDGETS--
INTL, BUDGETS WITH OR WITHOUT TAX
AUDITS, ETC.

CAPITAL BUDGETS

AUTOMOTIVE BUDGETS, CAPITAL BUDGET ACTIVE + 1Y
DOCUMENTATION, FURNITURE & OFFICE
EQUIPMENT BUDGET, ETC.

EXPENSE BUDGET

CONTRIBUTIONS
PHILANTHROPIC CONTRIBUTIONS, ACTIVE + 1Y
CONTRIBUTIONS BUDGET (FATE,
PHILANTHROPIC, BUSINESS, ETC.)

CORPORATE EDUCATIONAL AID (CEA)

ACTIVE

OVERHEAD & OPERATING

ACTUAL VS BUDGET--O&O EXPENSE ACTIVE

CREDIT

RETAIL/COMMERCIAL CREDIT ACTIVE + 3Y
AGREEMENTS--LINE OF CREDIT, CREDIT
MANUAL--TREASURY, CREDIT RESTRAINT

RULES & REGS (FED), CREDIT
RESTRICTIONS, FINANCE
CHARGES/PERCENTAGE RATES--ANNUAL--
STATE, REGISTRATION
CERTIFICATIONS--CONSUMER CREDIT
COMMITTEE, ETC.

COLLECTION

COLLECTION AGENCY FILE--RETAIL
CREDIT CENTER, COLLECTION LETTERS
FOR RECEIVABLES, COLLECTION
PROBLEMS UNRESOLVED, BILLS ISSUED
& SUPPORTING DATA, ETC. ACTIVE + 3Y

COMMERCIAL ACCOUNTS DOCUMENTATION

TREASURY CREDIT FILE--BANK & TRADE
REF, COLLATERAL, SECURITY,
CONTRACTOR BONDED PRJCT INFO,
DISPUTED INVOICES, DUN/BRADST RPT,
CRDT BUR RPT, FIN EVAL/REC BY
TREA, FIN STMTS, INDIRECT FACILITY
LOAN INFO, LINE OF CREDIT, ETC. ACTIVE + 3Y

RETAIL CREDIT DOCUMENTATION

CREDIT APPLICATIONS, CREDIT CARD
SLIPS, LINE OF CREDIT, CUSTOMER
COMPLAINTS, MONTHLY STATEMENTS,
BANKCARD PROGRAM, BANKCARD
PROCESSING AGREEMENT, ETC. ACTIVE + 1Y

INVESTMENTS

BENEFIT PLAN DOCUMENTATION

RETIREMENT PLAN INVESTMENT
DOCUMENTATION 10Y

THRIFT PLAN INVESTMENT
DOCUMENTATION 10Y

REFERENCE

INTERNAL RATES OF RETURN (IRR)
RECORDS, INVEST APPRAISAL,
INVESTMENT SERVICES & BROKERAGES,
MONEY MARKET, SALE OF ASSETS (INCL
STOCK, REAL ESTATE, POWER OF ATTY
FILES), ETC. ACTIVE

SECURITY TRANSACTIONS

ACQUISITIONS & DISPOSITIONS,
BONDS, NOTES, PORTFOLIO
TRANSACTIONS, OPTIONS & FUTURES,
STOCKS ACTIVE + 5Y

PAYROLL

CHECKS AND SUPPORTING DOCUMENTATION

PAYROLL CHECKS, STOP PMTS, TIME
RECS & TIME SHTS, EARLY PAY REQS,
CASH BOOKS, DIRECT DEPOSITS, PMT
REC--MILITARY SERV, STOCK OPTS--
DEFERRED ICP, UNCLAIMED CHECKS,
BACK PAY CLAIMS, KAYO PAYROLL SHTS
& COMMISSIONS, RETIRED DISABILITY, 3Y

SEVERANCE, SPECIAL PAY

DEDUCTIONS

CASH BOOK--FICA/FWT/SWT/LOCAL ACTIVE + 1Y
TX/SUI, DEDUCTION AUTHORIZATIONS,
GARNISHMENT ON PAY, UNITED WAY
PLEDGE CARDS, ETC.

VOUCHERS

PAYROLL VOUCHER SUPPORTING DATA-- 5Y
CASUAL LABOR, EMP BENEFITS CHGS,
AFFILIATE & SUBSIDIARY BILLINGS,
HRLY EMP SALARY DIST DET, SALARY
CORRES, PAYROLL WRKSHTS, SALARIED
EMP/SALARY DIST ADJ, TRANSFR
ASSIST SALARY DIST DET

INSURANCE RECORDS

8/25/92

APPLICATIONS, CLAIMS, RISK PERMANENT
ANALYSES, SCHEDULES, BONDS,
CERTIFICATES, PREMIUMS, POLICIES,
ETC.