

RECORDS RETENTION-SPECIAL AND COMMON CATEGORIES

CORRESPONDENCE WHICH RELATES TO OTHER RECORDS

Correspondence relating to or that becomes a part of another record, assumes the same retention period as the record to which it helps modify or adds further interpretation.

<u>RECORD CATEGORY</u>	<u>EXAMPLES</u>	<u>RETENTION PERIOD</u>
Correspondence which modifies, adds to or interprets another record	Correspondence which discusses, defines, amends or supplements a legal instrument such as agreements, contracts, leases.	Retain for same time period as principal record.
	Correspondence relating to such items as patents, orders, permits, bills of lading, etc.	Retain for same time period as principal record.
	Correspondence relating to negotiations with distributors and customers such as price variations, terminations, etc.	Retain for same time period as principal record.
	Correspondence relating to drawings, surveys, appraisals, etc., of plant or equipment.	Retain for same time period as principal record.
	Correspondence relating to Company Policy in verifying Corporate position or enforcing Corporate rights.	Retain for period of Policy.
	Correspondence relating to policy concerning affirmative action, anti-trust compliance, employee safety and environmental protection.	Retain for 5 years after Policy is superseded or cancelled.