MONSANTO COMPANY

RECORDS MANAGEMENT MANUAL

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

The manual is to be freely available to all personnel, with a need to know or use the contained information, of Monsanto Company and other corporations making up the world-wide Monsanto family. It is not to be made available outside of the Monsanto organization without authorization of this office.

Requests for assistance, beyond that specifically mentioned herein as available elsewhere, for the interpretation or application of the described practices should be directed to this office.

R. D. Dunlop
Director of Records
Corporate Secretary's Office

March 1, 1967

SCHEDULE

APPLICATIONS

INACTIVE RECORD STORAGE

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MONSANTO COMPANY

STANDARD RECORD RETENTION SCHEDULE

TABLE OF CONTENTS

	Page Number
INTRODUCTION	1-3
DEFINITIONS	4-5
GENERAL	6-7
ADMINISTRATIVE	8-10
COMMUNICATIONS -- External	11-12
COMPUTERS & DATA PROCESSING	13
CONTRACTS & AGREEMENTS	14-17
CORPORATE RECORDS	18-20
CORRESPONDENCE	21
FINANCIAL	
A. BILLING	22-23
B. ACCOUNTS RECEIVABLE - and other receipts	24-25
C. ACCOUNTS PAYABLE - and other payments	25-26
D. BANKING	26-27
E. AUDIT	27
F. BUDGET	28
G. CAPITAL EXPENDITURES & PROPERTY RECORDS	29-31
H. COMPANY LEDGERS, FINANCIAL STATEMENTS & REPORTS OF FINANCES	31-32
I. COST	32-33
J. PROFITABILITY	33
K. MISCELLANEOUS	33-34
INSURANCE	35
LEGAL	36-37

CONFIDENTIAL

TOWOLDMON0012147

Table of Contents
Standard Record Retention Schedule
Page 2

	Page Number
MANUFACTURING	38-39
MARKETING, MARKETS, PRODUCTS & CUSTOMERS	40-43
MEDICAL, HEALTH & ENVIRONMENT RECORDS	44-45
PATENT, TRADEMARK & COPYRIGHT RECORDS	46-47
PERSONNEL & PAYROLL	48-52
PLANNING DOCUMENTS	53
PURCHASE RECORDS	54
REAL ESTATE	55
SCIENTIFIC & TECHNICAL RECORDS	56-61
SHIPPING & TRANSPORTATION	62-64
TAX	65-66

CONFIDENTIAL

MONSANTO COMPANY

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 Secretary of Monsanto Company. Any modification of, or deviation from, this standard must be approved by the Office of the Secretary of Monsanto Company.

The Office of the Secretary of Monsanto Company 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.

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TOWOLDMON0012149

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 Secretary of Monsanto Company 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.

3. Deviations from Standard Schedule

Division general managers and central department directors may request permission of the Office of the Secretary of Monsanto Company 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 Secretary of Monsanto Company 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

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TOWOLDMON0012150

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.

9. Archives -- Archival or Historical Materials

The Public Relations Department maintains Monsanto Company's Archives for preserving selected materials of probable historical significance. Many of the company personnel may participate and assist in the identification of valuable archival material; however, the Public Relations Department shall be responsible for preparation of any necessary requests for deviation from this standard when retention of company records beyond the permitted time is desirable for company history purposes.

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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,

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TOWOLDMON0012152

	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 requires 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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TOWOLDMON0012153

GENERAL (Cont.)

		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 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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TOWOLDMON0012154

ADMINISTRATIVE

	Total Retention Time
1. Reports to President from Division General Managers & Staff Department Directors	
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. Internal Division & Staff Department Administrative Reports	
. 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. Other Reports	
. Research Project Reports -- CRD & division research departments	See "Scientific & Technical", Item 7
. Engineering Project Reports -- CED & division engineering departments	See "Scientific & Technical", Item 8
. Technical Project Reports from other than research or engineering -- development, special investigations, evaluations, etc.	Follow schedule of either research or engineering as project is most closely related

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TOWOLDMON0012155

ADMINISTRATIVE (Cont.)

	Total Retention Time
Other Reports (cont.)	
. Marketing & Advertising Project Reports	See "Marketing", Item 16
. Non-Technical, Non-Marketing Monsanto Confidential Project Reports -- administrative, management, personnel, etc. -- originated in Monsanto, purchased, or acquired (consultants):	
Company copy in originating or sponsoring office file	C+5
Other copies	C+1, or less if not useful
. Miscellaneous Reports -- trip, salesman call, meeting minutes, etc.	As "Correspondence", Item 1, 2, 3 or 4
4. Management Guide, Personnel Administration Manual & Other Corporate Directives, Manuals, Directories, Etc. -- which express or interpret Monsanto policy	
. Company copy in originating office file	S+10
. Other copies	S
. Drafts & work papers	CP
5. Division or Department Directives, Manuals, Procedures, Etc. -- which express or interpret Monsanto policy	
. Company copy in originating office file	S+10
. Other copies	S
6. Other Directives, Manuals, Procedures, Etc. -- only procedural, no expression of new policy or interpretation	
. Company copy in originating office file	S+1
. Other copies	S

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ADMINISTRATIVE (Cont.)

	Total Retention Time
7. Record Retention Schedules	
Corporate Schedule:	
. Company copy in Office of Secretary of Monsanto file	S+5
. Other copies	S
Local Schedules:	
. Company copy in originating office file	S+5
. Other copies	S
8. Record Center Transmittal Forms	
. Company copy in Record Center file	T+5
. Other copies	T

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COMMUNICATIONS -- External

		Total Retention Time
1.	Shareholder Communications	
	. Company copy of Annual Report in Corporate Secretary's Office file	C+100
	. Company copy of all other communications in Public Relations Department file	C+50
	. Other copies	As "Correspondence", Item 1, 2, 3 or 4
	. Drafts & unreleased	C+1
2.	Press or News Releases	
	Released to Public:	
	. 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.	"Monsanto Magazine" & Other Similar Company Publications	
	. Company copy in Public Relations Department file	C+50
	. Other copies	As "Correspondence", Item 1, 2, 3 or 4
4.	Advertising, Sales Bulletins, Labels, Etc.	See "Marketing", Items 8, 9, 10, 12, 18, 19

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TOWOLDMON0012158

	Total Retention Time
5. Speeches, Published Papers, Etc.	
Expression or announcement -- revealing new policy, financial performance, scientific and technical accomplishment, etc., of the company:	
. Company copy in Public Relations Department file	C+50
. Other copies	As "Correspondence", Item 1, 2, 3 or 4
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	While useful
. Other copies	As "Correspondence", Item 1, 2, 3 or 4

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COMPUTERS & DATA PROCESSING

	Total Retention Time
1. Programs Descriptions, process charts, program listings, operating instructions, etc. -- all automatic data processing devices	S (See Note)

Note: 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.

Accounting Related Data Processing
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.

Non-Accounting Related Data Processing
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. Data & Information Recorded in Machine Sensible Form 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. Printouts of Accumulated or Processed Data	In accordance with the appropriate schedule for the document.

CONFIDENTIAL

TOWOLDMON0012160

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 therefor 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.

	Total Retention Time
1. Contracts individually prepared by Law Department or Patent Department for purchase, sale, patent, license, construction, know-how, consultation, etc.	
*Major, retained by Office of Secretary of Monsanto:	
. Company (Signature) copy in 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

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

CONFIDENTIAL

TOWOLDMON0012161

CONTRACTS & AGREEMENTS (Cont.)

	Total Retention Time
Minor, not retained by Office of Secretary of Monsanto:	
. Company (Signature) copy in originating or administrating office file	T(contract)+6
. Other conformed copies	T(contract), or less if not useful
2. Sales Contracts & Agreements 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. Material Exchange Agreements	
. Company (Signature) copy in division file	T(contract)+6
. Other copies	T(contract), or less if not useful
4. Product Guarantees	
. Company (Signature) copy in division file	T(guarantee)+6
5. Employment Agreements & Contracts On approved printed Monsanto forms	
. Company (Signature) copy in Payroll Dept. file (see also Personnel & Payroll, Item 1)	Until employe is age 80
. Other copies	T(employment)
6. Labor Contracts	
. 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

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TOWOLDMON0012162

CONTRACTS & AGREEMENTS (Cont.)

		Total Retention Time
7.	U.S. Government Contracts	
	. Company (Signature) copy in originating or administrating office file	T(contract)+2 to 5 *
	. Conformed copy at location of government audit	T(contract)+2 to 5 *
	. 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", 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

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

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CONTRACTS & AGREEMENTS (Cont.)

		Total Retention Time
12.	Inventor Releases	See "Patent, Trademark & Copyright", Item 10
13.	Papers, correspondence, drafts, etc., collected in connection with the preparation of:	
	Contracts, Agreements, Purchase Orders, Leases, etc.:	
	. Law Department file	CP(negotiation) AR (law)
	. Patent Department file	CP(negotiation)AR (patent)
	. Other files	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.

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.

		Total Retention Time
1.	Certificates of Incorporation	
	. Company copy in file of the secretary of the company involved	T(corp.)+25
2.	Qualifications to do Business & related records	
	. Company copy in file of the secretary of the company involved	T(corp.)+5
3.	Minutes, Corporate -- Stockholders & Directors Mtgs.	
	. 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.	Minutes, Committees of Directors -- Executive, Finance, Budget, Bonus, Audit, Etc.	
	. 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.	Corporate Secretary's Records Data and information concerning directors, officers, and other company personnel; committees of directors; as essential for preparing corporate reports & applications	S, or while useful

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CORPORATE RECORDS (Cont.)

		Total Retention Time
6.	Acquisitions, Mergers, Consolidations, Reorganizations & Dissolutions	
	. 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)
*7.	Securities, Evidence Thereof -- listing applications, registration statements, etc.	
	. 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
*8.	SEC, Reports to	
	. Company copy in file of secretary of company involved	C+50
	. Other copies & work papers	C+5, or less if not useful
*9.	Shareholder Ledger	
	. Company copy in Stock Records file of company involved	C+100
	. Other copies of record date printouts	While useful only

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CORPORATE RECORDS (Cont.)

		Total Retention Time
*10.	Stock Transfer Sheets	
	. Company copy in Stock Records file of company involved	C+100
	. Other copies	While useful only
*11.	Stock Certificates, Cancelled	
	. Company copy in Stock Records file of company involved	C+50
*12.	Stock Certificates, Lost -- affidavits & records	
	. Company copy in Stock Records file of company involved	C+50
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 Secretary of Monsanto 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 #1 above, will be retained longer than 5 years after a corporation is dissolved.

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TOWOLDMON0012167

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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TOWOLDMON0012168

FINANCIAL

Pertaining to the receipt and disbusement 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.

	Total Retention Time
A. BILLING	
1. Invoices, Debits & Credits Pertaining to supply of goods & services by Monsanto	
. Company copy in Billing Department file (#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

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FINANCIAL (Cont.)

	Total Retention Time
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
International:	
. Company copy in International Division Accounting file	C+6 AU (tax)
. Other copies	C+6, or less if not useful
5. Returnable Container Inventory Ledger	
. 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. Returnable Container Receiving Reports	
. Company copy in Billing Department file	C+1
. Other copies, and source or related documents	C+1, or less if not useful

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TOWOLDMON0012170

FINANCIAL (Cont.)

	Total Retention Time
B. ACCOUNTS RECEIVABLE - and other receipts	
7. Cash Receipt Documents Check photostats or microfilm, transfer - depository reports, distribution reports, etc.	
. Company copy in administrating office file	C+3 AU (tax)
8. Registers Cash, invoice, journal, washout	
. Company copy in administrating office file	C+2 AU (tax)
9. Trial Balances	
. 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
. Other copies	S
10. Customer History Records - Any Form	
. Company copy in administrating office file	C+6
11. Cash Receipts Ledger - Total company	
. Company copy & essential source documents in Central Accounting Department file	C+6 AU (tax)
. Other copies	C+2, or less if not useful

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TOWOLDMON0012171

FINANCIAL (Cont.)

		Total Retention Time
12.	Cash Receipt Ledgers - Local funds Plant cafeterias, petty cash, etc.	
	. Company copy in administrating office file	C+6 AU (tax)
C.	ACCOUNTS PAYABLE - and other payments	
13.	Vouchers 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.	Voucher - Slip Files (copy of original check)	
	. Company copy in Accounts Payable Department file	C+6 AU (tax)
15.	Voucher Register Distribution for general ledgers	
	. Company copy in originating office file	C+6 AU (tax)

CONFIDENTIAL CONFIDENTIAL

TOWOLDMON0012172

FINANCIAL (Cont.)

		Total Retention Time
16.	Voucher Listings	
	. Company copy in Accounts Payable Department file	C+1
17.	Daily Control Statements All payments, freight, vendors, individuals, etc.	
	. Company copy in Accounts Payable Department file	C+2
18.	Finance Lease Rental Documents Payment disbursements & tabulations	
	. Company copy in Accounts Payable Department file	C+6 AU (tax)
19.	Salary & Wages	See "Personnel & Payroll"
20.	Expense Reports & Travel Statements of Personnel	
	. Company record in file of accounting office making payment	
	Reports of company directors and officers	C+6 AU (tax)
	Reports of employes engaged directly on government contract work	C+4 AU (tax)
	Reports of all other employes	C+3 AU (tax)
	. Other copies -- all reports	C+1, or less if not useful
D.	BANKING	
21.	Bank Resolutions	
	. Board of Directors minutes	See "Corporate Records", Item 3
	. Treasury Department copy	T(resolution)+6
	. Other copies	T(resolution)

CONFIDENTIAL

TOWOLDMON0012173

FINANCIAL (Cont.)

		Total Retention Time
22.	**Bank Account Statements & Reconciliations**	
	. Company copy in administrating office file	C+6 AU (tax)
23.	**Cancelled Checks & Check Registers** 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.	**Bank Statements of Condition**	
	. Treasury Department file	S
25.	**Depository Receipts**	
	. Treasury Department file	C+6 AU (tax)
	. Accounts Receivable Dept. file	C+3

E. AUDIT

26.	**Internal Audit Reports**	
	. Company copy in Internal Auditor Office file	C+15
	. Other copies	While useful only
27.	**External Audit Reports**	
	. Company copy in Controller's Office file	C+100
	. Other copies & excerpts	C+3, or less if not useful
28.	**Tax Audits**	See "Tax", Items 1, 2, 5, 6, 15, 16

CONFIDENTIAL

TOWOLDMON0012174

FINANCIAL (Cont.)

		Total Retention Time
F.	**BUDGET**	
29.	Budget Documents, All -- 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.	Actual vs. Budget Reports for Expenses All SARE departments, plant service depts., etc.	
	. Company copy in Controller's Office file	
	Monthly	C+1
	Year-End	C+10
	. Other copies & excerpts	C+5, or less if not useful
31.	Actual vs. Budget Financial Reviews 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.	Product Group Data Books & essential work papers	
	. Company copy in Controller's Office file	C+10
	. Other copies & excerpts	C+2, or less if not useful
33.	Utilization Plant Facilities -- Actual vs. Capacity Reports	
	. Company copy in Controller's Office file	C+10
	. Other copies & work papers	C+3, or less if not useful

CONFIDENTIAL

TOWOLDMON0012175

FINANCIAL (Cont.)

	Total Retention Time
G. CAPITAL EXPENDITURES & PROPERTY RECORDS	
34. Appropriation & Retirement Requests	
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. Statement of Capital Addition & Replacement by Divisions & Summary for Directors	
. Company copy in Central Engineering Department accounting file	C+10
. Other copies, plant reports, work papers, etc.	C+2, or less if not useful
36. Construction Expense Data 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. Project Performance Reports 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

CONFIDENTIAL

TOWOLDMON0012176

FINANCIAL (Cont.)

		Total Retention Time
38.	Property Master Listings (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.	Property Additions & Construction Records 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.	Property Transfer Records	
	. Forms, work papers, & tabulations in file of responsible division	C+2
41.	Property Retirement Records	
	. All forms, work papers, & tabulations establishing amount of asset retired in file of responsible division	C+10 AU (tax)
42.	Property Repair Records 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)

CONFIDENTIAL

TOWOLDMON0012177

FINANCIAL (Cont.)

	Total Retention Time
43. Oil & Gas Lease Transaction Records 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. COMPANY LEDGERS, FINANCIAL STATEMENTS, & REPORTS OF FINANCES	
44. General Ledgers -- of all divisions & staff departments	
. Company copy in Controller's Office file	C+100
. Other copies	C+3, or less if not useful
45. Journal Entries	
. 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

CONFIDENTIAL

TOWOLDMON0012178

FINANCIAL (Cont.)

		Total Retention Time
46.	Financial Statements - Monsanto Company 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	
	. 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.	Financial Statements - Foreign Subsidiaries Statements in foreign currency translated to $U.S. by International Division	
	. Company copy in International Division Accounting Department file	C+5
48.	Company to Shareholder Reports	See "Communications", Item 1
49.	SEC Annual Report & work papers	See "Corporate Records", Item 8

I. COST

50.	Ledgers - raw materials, goods-in-process, and finished goods	
	. In division accounting department file	C+10 AU (tax)
51.	Cost Standards - including work papers	
	. Company copy in division file	S+10, or less if not useful
	. Other copies	S, or while useful only

CONFIDENTIAL

TOWOLDMON0012179

FINANCIAL (Cont.)

	Total Retention Time
52. Cost & Service Reports	
. Company copy in division accounting department file	C+10 AU (tax)
. Other copies	C+5, or less if not useful
J. PROFITABILITY	
53. Profit by Products & Product Groups	
. Company copy in division accounting department file	C+10
. Other copies	C+2, or less if not useful
54. Profitability Studies -- by industries, trade areas, countries, etc.	
. Company copy in division accounting department file	C+10
. Other copies	C+2, or less if not useful
K. MISCELLANEOUS	
55. Accounting & Budget Procedures, Directives & Manuals	
. Company copy in originating office file	S+10
. Other copies	S
56. Individual Authorizations for Expenditures	
. Company copy in Internal Auditor file	S+5
. Other copies	S

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TOWOLDMON0012180

FINANCIAL (Cont.)

		Total Retention Time
57.	Renegotiation	
	. 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.	Royalty Payments & Receipts 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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TOWOLDMON0012181

INSURANCE

		Total Retention Time
1.	**Policies** — 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.	**Claims**	
	. Company copy in Treasury Department file	T(claim)+1 AU (tax)
	. Other copies	T(claim)+1
3.	**Claim Registers**	
	. Company copy in Treasury Department file	C+25
4.	**Annual Summary Report** — Insurance activity	
	. Company copy in Treasury Department file	C+25
	. Other copies & excerpts	C+1, or less if not useful
5.	**Medical Benefit Records** -- records of claims and payments under employe medical benefit plan	
	. Company copy in file of responsible office	C+7

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TOWOLDMON0012182

LEGAL

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

		Total Retention Time
1.	Contracts, Agreements & Related Records	See "Contracts & Agreements"
2.	Opinions & Other Records for Legal Guidance 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.	Litigation & Claims	
	. Court files & work papers in Law Dept. file	CP(settlement)
	. Patent litigation in Patent Dept. file	CP(settlement) AR (patent)
4.	Powers of Attorney	
	. Company copy in originating office file	T(power)+25
	. Other copies	T(power)
5.	Authorizations for Signature to Documents	
	. Company copy in administrating office file	T(auth.)+6
	. Other copies	T(auth.)
6.	Conflict of Interest Certification By company personnel	
	. Company copy (signature copy of statement) & related records in files of responsible office	C+10
	. Other copies	C+1

CONFIDENTIAL

TOWOLDMON0012183

LEGAL (Cont.)

		Total Retention Time
7.	Pending Claims -- year-end report to auditors	
	. Company copy in Law Dept. file	C+5
	. Other copies	C+1
8.	Regulatory Agencies 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.	Anti-Trust Investigations FTC & Dept. of Justice	
	. Company copy in Law Dept. file	T(investigation)
	. Other copies	T(investigation), or less if not useful
10.	Compliance Investigations Federal, state, county, municipal & private	
	Safety, health, practices, etc.:	
	. Company copy in administrating office file	C+10
	. Other copies	While useful only
11.	Incorporations, Acquisitions, Mergers, Consolidations, Reorganizations, & Other Related Corporate Matters	See "Corporate Records"
12.	Patent, Trademark, Copyright Matters	See "Patent, Trademark & Copyright"
13.	Tax Matters	See "Tax"

CONFIDENTIAL

TOWOLDMON0012184

MANUFACTURING

		Total Retention Time
1.	Process or Facility Operating Manual 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 Information Center or other)	T(product)+10
	. Other copies	S
2.	Analytical/Testing Procedures For products, raw materials, supplies, etc.	Same as 1. above
3.	Specifications Products, raw materials, packaging & other supplies	Same as 1. above
4.	Manufacturing Data Operating schedules, data logs & recordings, batch records, etc. -- for control, operation analysis, patent purposes, etc.	
	. All copies	Until purpose is served
5.	Analysis & Test Results -- Product, Raw Material & Supplies For manufacturing control, quality categorization, contract compliance, customer spec compliance, patent purposes, etc.	
	. All copies	Until purpose is served
6.	Process Technology Technical data and information essential for supervision of manufacturing processes, but not included in process manual	
	. All copies	S
7.	Maintenance Manuals & Instructions	
	. All copies	S

CONFIDENTIAL

TOWOLDMON0012185

MANUFACTURING (Cont.)

		Total Retention Time
8.	Maintenance Records For control of operations and cost, analysis of equipment performance, etc.	
	. All copies	Until purpose is served
9.	Safety Manuals & Instructions	
	. All copies	S
10.	Alcohol Use Records All required government reports	
	. Company copy in administrating office for specific permit	C+5
11.	Pollution Control Records	
	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
12.	Duty Drawback Claim	See "Shipping & Transportation," Item 15
13.	Materials Manufactured & Shipped Under Food & Drug Administration (or other agency) Control -- 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

CONFIDENTIAL

TOWOLDMON0012186

MARKETING, MARKETS, PRODUCTS & CUSTOMERS

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

CONFIDENTIAL

TOWOLDMON0012187

		Total Retention Time
6.	Material Exchange Agreements (Contracts) (See also "Contracts & Agreements", Item 3)	
	. Company (Signature) copy in division file	T(contract)+6
	. Other copies	T(contract), or less if not useful
7.	Customer Complaint Records	
	. Complaints adjusted, or resolved, without litigation in division file	C+1
	. Complaints litigated (see "Legal", Item 3) in all files	CP(settlement)
8.	Product Quality Specifications	
	. Company copy in division manufacturing department file	S+10
	. Marketing office copy	S+1
	. Other copies	S
9.	Product Shipping Specifications	
	. All copies	S
10.	Technical Sales Bulletins, Brochures, Product Catalogs, Etc., Supplied to Customers	
	. 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.	Technical Data Concerning Products & Applications Pertinent to Marketing Necessary for Immediate Reference	
	. All copies	S, or while useful only

CONFIDENTIAL

TOWOLDMON0012188

		Total Retention Time
12.	Price Sheets, Bulletins, or Lists	
	. Company copy in issuing office file	S+10
	. Other copies	S
	. Statistical records of pricing	T(product)+5
13.	List Price Deviation Record -- Evidence of Legality	
	. Company copy in issuing office file	T(contract)+5
14.	Product Guarantees on Approved Monsanto Printed Forms	
	. Company (Signature) copy in division files	T(guarantee)+6
15.	Statistical & Analytical Summaries of Sales Order or Sales Invoice Information -- customers, products, regions, etc.	
	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

CONFIDENTIAL

TOWOLDMON0012189

		Total Retention Time
16.	Market Research & Development Projects & Advertising Research Projects	
	Periodic Progress Reports:	
	. Company copy in originating office file . Other copies	CP(project) 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
17.	Strategies, Forecasts, Long Range Plans, Etc.	See "Planning Documents", Items 3, 4, 5
18.	Advertising Copy	
	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.	Labels -- Identifying Monsanto products as shipped to customers	
	. 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)

CONFIDENTIAL

TOWOLDMON0012190

MEDICAL, HEALTH & ENVIRONMENT RECORDS

	Total Retention Time
1. Employe Medical History 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. Employe X-Rays Files available to physicians only	
. Files in all locations	C+5
3. Radioactivity -- Radio-Active Materials	
. 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)
. Employe 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 regulation.

CONFIDENTIAL

TOWOLDMON0012191

MEDICAL, HEALTH & ENVIRONMENT RECORDS (Cont.)

		Total Retention Time
4.	U.S. Treasury Department Alcohol Permits -- All Necessary Reports	
	. Company copy in administrating office file	C+5
5.	Narcotic Records -- All necessary orders, invoices, inventory or dispensing	
	. Company copy in administrating office file	C+2
6.	Toxicology Data & Information 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.	Pollution Control	
	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

CONFIDENTIAL

TOWOLDMON0012192

PATENT, TRADEMARK & COPYRIGHT RECORDS

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

	Total Retention Time
1. Patent Disclosures	
. 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. Patent Applications & Interferences	
. 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. Patent Assignments	Same as Patent Application, 2. above
4. Patent Studies & Searches	
. 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. Technology Pertinent to Patent Activity	
. Processes, products, and other technical information files in Patent Dept. file	C+25

CONFIDENTIAL

TOWOLDMON0012193

PATENT, TRADEMARK & COPYRIGHT RECORDS (Cont.)

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

CONFIDENTIAL

TOWOLDMON0012194

PERSONNEL & PAYROLL

	Total Retention Time
1. Employment Records -- Salaried Personnel Identity & history records: application, employment contract, salary increases, history of promotion and transfer, termination record	
For Employes With Vested Benefits:	
. Company copy (original) in Central Personnel/Payroll Department file	Until employe is age 80
. Local copy in division/department file as needed	T(employment)+5, or less if not useful
For Employes Without Vested Benefits: (Employed less than 9 yrs. 6 mos.)	
. Company copy (original) in Central Personnel/Payroll Department file	
Termination under 45 yrs. of age	Until employe 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. Benefit Records -- Salaried Personnel Vested interest in pensions, insurance, stock option, contracts, etc.	
. Company copy in Central Personnel/Payroll Department file	T(vested interest)+6
. Local copy in division/department file as needed	T(employment)

CONFIDENTIAL

TOWOLDMON0012195

PERSONNEL & PAYROLL (Cont.)

		Total Retention Time
3.	**Employment Records -- Wage Personnel** Identity & history records: application, employment history, termination	
	For Employes With Vested Benefits:	
	. Company copy (original) in division or location file	Until employe is age 80
	. Other copies	T(employment)
	For Employes Without Vested Benefits: (Employed less than 9 yrs. 6 mos.)	
	. Company copy (original) in division or location file	
	Termination under 45 yrs. of age	Until employe is age 59
	Termination after age 45	T(employment)+10
4.	**Benefit Records -- Wage Personnel** 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.	**Medical Records, X-Rays, Radiation Exposure**	See "Medical", Items 1, 2, 3
6.	**Lists of Employes & Descriptive Information Concerning Employes** Skills inventory, addresses, memberships & affiliations, distributions, and other factual information (not employment or benefit record)	
	. All copies	S

CONFIDENTIAL

TOWOLDMON0012196

PERSONNEL & PAYROLL (Cont.)

		Total Retention Time
7.	Employe Time Cards, & Related Schedules, Wage Rates, Etc.	
	. Company copy in file of responsible office	C+3
8.	Cancelled Payroll Checks & Check Registers	
	. Originals in file of responsible office	C+3
9.	Employe Tax Records	
	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
	State & Local Income or Earnings, all records in responsible office file	C+4 (unless longer required by statute)
10.	Authorizations for Payroll Deductions -- other than tax	
	. Company copy in responsible office file	S+2
11.	Labor Contracts -- Work Papers & Negotiation Records (Also see "Contracts & Agreements")	
	. Company copy in division or location file	T(contract)+20
	. Other copies	T(contract)+20, or less if not necessary
12.	Local Wage Job Records Bid sheets, seniority lists & other records of contract compliance	
	. Company copy in division or location file	T(contract)+20
	. Other copies	While useful only

CONFIDENTIAL

TOWOLDMON0012197

PERSONNEL & PAYROLL (Cont.)

	Total Retention Time
13. Wage & Salary Rate Schedules	
. Company copy of published or posted statements or representations in issuing office file	S+25
. Other copies	S
14. Personnel Policy Opinions & published representations	
Personnel Administration Manual & other company bulletins:	
. Company copy in Central Personnel Department file	S+10
. Other copies	S
Employe 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
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

CONFIDENTIAL

TOWOLDMON0012198

PERSONNEL & PAYROLL (Cont.)

		Total Retention Time
15.	Payroll Distribution Records	
	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.	Tax Summary Reports	
	. Company copy in responsible accounting department file	C+6 AU (tax)
	. Other copies	C+2, or less if not useful
17.	Statistical, Analytical, Administrative Reports Of Employment	
	. 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.	Conflict of Interest Certification By company personnel	
	. Company copy (signature copies of statements) & related records in file of responsible office	C+10
	. Other copies	C+1
19.	FICA (Social Security), Federal Unemployment, State Unemployment Taxes	See "Tax"
20.	Salaried Job Descriptions	
	. Company copy in issuing office file	S+3
21.	Medical Benefit Records	See "Insurance", Item 5

CONFIDENTIAL

TOWOLDMON0012199

PLANNING DOCUMENTS

		Total Retention Time
1.	**Appropriation & Retirement Requests -- For Executive Committee & Board Action** (Above General Manager approval)	
	. 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 copies	While useful
	. Other copies of approved & unapproved requests	C+1, or less if not useful
2.	**Appropriation & Retirement Requests -- At General Manager Level**	See "Financial - Capital Expenditures", Item 34
3.	**Long Range Plans**	
	. 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.	**Strategies** -- Product, Industry, Market, Customer, etc.	
	. 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.	**Forecasts** -- Sales, Market, Economic, etc.	
	. 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.	Contracts, Agreements, Leases, Purchase Orders	See "Contracts & Agreements"
2.	Purchase Requisitions	
	. Company copy in purchasing department file	Same as purchase order, or less if not useful
	. Other copies	CP(purchase)
3.	Technical & Commercial Information Pertinent to Purchasing -- Specifications, Shipping Requirements	S, or while useful only
4.	Vendor Lists, Vendor Information, Vendor Catalogs, Etc.	S
5.	Purchasing Statistics	
	. 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)+6
	. Other copies	T(lease), or less if not needed
3.	Tax Documents	See "Tax", Item 4
4.	Employe Housing Activity Records	
	. Company copy in Treasury Department file	T(activity)+2
	. 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.	Records & Indexes of Experimental Work All original records of scientific, technical and engineering ideas, experimentation or investigation, whether as bound notebooks, log books, data sheets, etc.	
	Original in research laboratory, research office or designated repository	CP+35
	Microfilm:	
	. Company copy from all Monsanto Co. & subsidiary labs in CRD Technical 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.	Evidential Record Essential to Substantiate, Validate or Supplement Experimental Record (e.g., Notebook Entries) -- 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.	Experimental Samples Embodying Innovations of Patent Significance New chemicals, products, material assemblies, prototypes, etc. - when feasible in light of safety requirements, permanence, etc.	C+40

* See "Uniform Notebook Practices."

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SCIENTIFIC & TECHNICAL RECORDS (Cont.)

		Total Retention Time
*4.	Record & Index of Experimental Samples 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	
	. 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.	Sample Recording Control (SRC) Physical-chemical data of new research materials	
	. Original copy of sample announcement and updating or extending information in CRD Technical Information Center file	C+35
	. Microfilm in CRD Technical Information Center file	C+50
	. Microfilm in other libraries & information centers	C+50, or less if not useful

* See "Uniform Notebook Practices."

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		Total Retention Time
*6.	**Experimental Project Planning** 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, Trademark & Copyright", Item 1
	. Other copies	As "Correspondence", Item 1, 2, 3 or 4
7.	**Experimental Project Reports** 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 Technical Information Center file	With interim or final report
	. 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 Technical Information Center file	C+35
	. Division and/or local library or information center file	C+35, or only while useful
	. Other copies	2 months

* See "Uniform Notebook Practices."

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		Total Retention Time
8.	**Engineering Technical Reports** 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.	**Facility Project Engineering Manual** 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 Information Center (if project report assembled) file	T(project)+10
	. Relevant work papers if project report not assembled	T(project)+5
10.	**Facility Engineering Drawings**	
	. 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, Trademark & Copyright", Item 1

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SCIENTIFIC & TECHNICAL RECORDS (Cont.)

		Total Retention Time
11.	**Process or Facility Operating Manuals**	
	. Company copy in responsible office (division, plant, CED Technical Information Center, or other) file	S+20
	. Other copies	S
12.	**Facility Equipment & Machinery Information & Data** (Non-Accounting - Property Record) -- Source, technical data, parts lists, maintenance instructions, operating history, etc.	
	. Information concerning installed (and spare) equipment in plant, lab or other office file as necessary	T(facility)
	. Vendor catalogs, brochures, quotations, etc.	S
13.	**Product Project Engineering Manuals** 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.	**Product Engineering Drawings**	
	. 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, Trademark, etc.", Item 1
	. Other copies	T(product), or less if not useful

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SCIENTIFIC & TECHNICAL RECORDS (Cont.)

		Total Retention Time
15.	Technical Information & Data 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.	Speeches & Papers	See "Communications", Item 4
17.	Scientific & Technical Society Participation	
	. Personal interest	As needed by individual
	. Company assigned interest	As "Correspondence", Item 1, 2, 3 or 4
18.	Computer Activity	See "Computers & Data Processing"
19.	Patent Activity	See "Patent, Trademark & Copyright"
20.	Know-How Acquisition	See "Contracts & Agreements", Items 1, 12, 13
21.	Consulting Agreements	See "Contracts & Agreements", Items 1 & 12

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SHIPPING & TRANSPORTATION

		Total Retention Time
1.	**Leases** 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.	**Transportation Equipment & Facility Records** 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.	**Technical Data, Specifications & Other Information Concerning Products & Raw Materials -- Pertinent to Distribution**	
	. Distribution Dept. or other responsible group file	S
4.	**Rate, Route, Classification Negotiations** 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.	**Operating Authorities** From federal, state, county & municipal agencies	
	. Company copy in Distribution Dept. file	T(authority)+3
	. Other copies	T(authority), or less if not useful

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SHIPPING & TRANSPORTATION (Cont.)

		Total Retention Time
6.	**Tariff Schedules** Interstate, state & municipal	
	. Company copy in Distribution Dept. file	S+3
	. Other copies	S, or less if not useful
7.	**Rate-Route Files** Cards, master files, etc.	
	. Company copy in Distribution Dept. file	S+3
	. Other files	S, or less if not useful
8.	**Bills of Lading**	
	Company copy:	
	. Domestic in responsible office file	C+3
	. Export in responsible office file	C+6 AU (tax)
	Other copies, if retained:	
	. Domestic in any file	C+3, or less if not useful
	. Export in any file	C+6, or less if not useful
9.	**Claims, Freight Charges** Over/under charges under legal tariffs	
	. Company copy in Distribution Dept. file	CP(settlement)+3
	. Other copies	CP(settlement)
10.	**Claims, Damage** -- to shipments, to property, and monetary other than 9. above	
	. Company copy in Distribution Dept. file	CP(settlement)+3
	. Other copies	CP(settlement)

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SHIPPING & TRANSPORTATION (Cont.)

		Total Retention Time
11.	Shipping Notices (See "Financial", Item 2)	
	. Company copy in Billing Dept. file	C+2
	. Other copies	C+2, or less if not useful
12.	Receiving Reports	
	. Company copy in Accounts Payable voucher file	C+6 AU (tax)
	. Other copies	C+2, or less if not useful
13.	Freight Payment	
	. Company copy in Accounts Payable voucher file	C+6 AU (tax)
	. Other copies	C+3, or less if not useful
14.	Statutes & Regulations Governing Transportation, Also Opinions & Other Records of Guidance	
	. Company copy in Distribution Dept. file	S+6
	. Other copies	S, or less if not useful
15.	Duty Drawback Claim -- records concerning manufacture, sale, shipping of material manufactured from duty-paid raw materials	
	. Company copy in office administrating claim	CP(claim payment)+3
16.	Materials Manufactured & Shipped Under Food & Drug Administration (or other agency) Control	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.	Federal Personal Income Tax Records On Forms W-2, W-4, 1099 & related records	C+4
8.	State & Local Personal Income or Earning Tax Records	C+6
9.	FICA (Social Security) Records	
	. Company copy in Treasury Dept. file	
	Detail	C+10
	Return	C+50
10.	Federal Unemployment Tax Return	
	. Company copy in Treasury Dept. file	C+50
11.	State Unemployment Tax Return	
	. Company copy in Treasury Dept. file	C+50
12.	Tax Opinions, Studies, Etc. For acquisition, merger, employe benefit programs, pensions, etc.	
	. Company copy in Treasury Dept. file	S+25
	. Other copies & excerpts	As "Correspondence", Item 1, 2, 3 or 4
13.	Federal Lubricating Certificates	
	. Company copy in Treasury Dept. file	T(exemp.)+5
14.	Inspection Fee Returns	
	. Company copy in Treasury Dept. file	C+6
15.	Federal & State Gasoline, Motor Fuel & Lubricating Oils Tax Returns	
	. Company copy in Treasury Dept. or other originating office file	C+50
16.	State Oil & Gas Production & Severance Tax Returns	
	. Company copy in Treasury Dept. or other originating office file	C+50

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MICROFILM PRACTICE

Monsanto Company experiences in microfilming have not been sufficiently extensive to permit well-structured guidelines for practice in compliance with the "Microfilm Policy."

For general assistance, it is suggested that a prospective microfilm application be considered in view of the following notes which were prepared in collaboration with the Office Management section of Central Personnel Department, the Technical Information Center of Central Research Department, the Control and Administration Branch of Central Engineering Department, the Patent Department, and the Law Department.

Through discussions with experienced company personnel, contractors, and equipment vendors, evaluation of the feasibility and cost of a prospective application and the establishment of plans and procedures may be beneficially assisted. Consultation, assistance and collaboration is available within Monsanto in the following ways:

- The Office Management section of the Central Personnel Department is responsible for supplying expertise as requested to assist in location and selection of contractors, hardware, establishment of standards, evaluation of costs, etc.

- Experience accumulated in established programs is available by consultation with personnel active in these programs. A descriptive list of established programs follows these notes.

As a part of the record retention schedule, the Office of the Monsanto Corporate Secretary will attempt to keep these notes and the list of applications current.

1. Why Microfilm?

   In any application, the purpose for microfilming will be found in one or more of the factors outlined below. An understanding of the desired purpose is necessary to evaluate the desirability of an application as well as to establish a detailed practice. The various purposes are:

   - Provision of an essential copy more economically than can be obtained by another means;

   - Provision of a facsimile -- an exact copy -- on which a signature, handwriting, format, type

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characteristics, or other idiosyncrasy, of an original document can be examined;

- Reduction in the space requirements for storage or preservation of original records or copies of original records in another form;

- Reduction in the reproduction and transportation costs of making records available in remote locations, or in numerous locations;

- Provision for a more rapid retrieval of records than can be achieved with the records in another form; and

- Provision for better security against damage or loss than can be achieved for records in another form.

2. Forms of Microfilm

In the preparation of microfilm, there are numerous controllable variables. The selection among these variables is dependent upon the type of record involved and the purpose to be served by the microphotographs. Principal variables are these:

- Size of film -- 16 mm is the most common for business documents. 35 mm is common for libraries and drawings. 70 mm has been used for exceptionally large documents.

- Reduction ratio -- dependent to a considerable extent on the relative size of the document and film. Sometimes subject to deliberate choice is the number of documents photographed on each film frame.

- Final form --

  .. Continuous film on reels is the most usual form for large volume microphotographs -- typical business documents.

  .. Film segments stored in plastic acetate jackets is common for microphotographs subject to frequent observation -- catalogs, reference data, etc.

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- Microfiche are microphotographs arranged and printed on plastic cards, sometimes in greatly reduced size, for ease of retrieval and reference -- multicopy distribution of catalogs, reference books, etc.

- Aperture cards are individual microphotographs, generally 35 mm, mounted on cards for retrieval by manual or by data processing means -- engineering drawings, maps, engineering or purchase specifications, and important individual documents.

3. Operations of Microfilming

To prepare microfilm, the operational steps outlined below are generally involved. Of these, some steps are primarily editorial and require exact detailed observance when microphotographs must serve as evidence. Others are technical and manipulative, and must be carefully conducted to assure adequate life for the microphotographs.

- Selection of records, arranging, and other necessary editing

  Highly essential in editing is the insertion of the "targets" required for identification, certification, and indexing.

- Photographing

  Either by manual manipulation or by an automatic conveying device for large volume records, the documents must be individually exposed to a camera.

- Processing of film

  For adequate life of microphotographs, proper development of film is highly essential.

- Testing

  Microfilm must be tested for adequacy of processing, generally by accepted Bureau of Standards procedures.

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- Inspection

  Inspection is essential to assure freedom from omission of records and illegibility of micro-photographs.

- Necessary correction

  Retake of all or some records may be necessary to eliminate deficiencies uncovered in testing and inspection.

- Preservation

  Microfilm should only be packaged in, or stored in contact with, materials approved under Bureau of Standards specifications for this purpose.

4. Microfilm as Evidence

For a microphotograph to substitute evidentially for an original record, circumstances must be such that it may be established that the microphotograph is an accurate and complete reproduction of the original.

If there is a likelihood that a microphotograph may serve as a substitute for an original record as evidence in a litigation, it is desirable that the microfilming procedures and certifications be so planned in advance of the photographing, and that the operations be carried out in strict compliance with the adequate procedure. The following are general requirements to be observed. Most likely it will be necessary to modify or augment these for specific applications, and guidance of the Law Department should be obtained.

a. A microphotograph of a "Declaration of Intent & Purpose" should precede the microphotographs of records. The "declaration" is a signed statement of an employe, who is knowledgeable, that the records are those of Monsanto and that the microfilming is being carried out with the intent of assuring availability of records to serve in place of the original.

b. The identity, the timing, and the scope of the records should be clearly evident to an observer of the finished

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microfilm. If information necessary to relate the records to Monsanto activity is not obvious in the records, auxiliary means such as:

- indexes
- necessary identification of coding
- affidavits

must be prepared and photographed.

c. All parts of a record must be included; e.g., every page of a multipage record.

d. No part of a record should be obscured; e.g., if a record has an attachment permanently stapled to it, multiexposures may be necessary to assure complete recording of the record and the attachment.

e. If a record or a part of a record is missing, e.g., a record in a numerical sequence; a record in a date sequence; a page of a notebook; etc., an acknowledgment of the omission should be included in the microfilm.

f. A mutilated record should be so designated when microfilmed.

g. Following the microphotographs of the records should be a microphotograph of a certification by the camera operator that the records delivered to him with the "Declaration of Intent & Purpose" were photographed completely in keeping with the specified procedures.

h. The microfilm must be a continuous strip of film between the "Declaration of Intent & Purpose" and the "Certification" by the camera operator. If, on inspection, omissions are detected, a complete retake must be made. If minor illegibility is detected in a few records retakes can be attached, as an addendum, with proper certification and identification, to the original roll. In no event shall the original roll be cut and spliced for inserting corrections or additions. Original rolls must always remain in tact between the "Declaration of Intent & Purpose" and the "Certification" by the operator.

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5. Necessary Equipment & Facilities

- Camera

There are numerous types and sizes for specific purposes. Associated with cameras are the essential tables, conveyors, and other devices for layout or positioning of material to be photographed. The selection of a suitable camera and accessories is the task for an expert -- equipment vendors, contract microfilmers, and consultants generally supply this advice.

Commercial microfilming organizations maintain various types of permanently mounted and portable cameras to do contract work.

There is generally a choice between company owned equipment and contract service. The choice is an economic consideration providing there are no insurmountable security problems involved in contract work. As a generality there must be sufficient load of good purpose work to keep camera operating personnel fully occupied to justify in-house facilities.

- Film Processing

Film processing requires a combination of adequate equipment and good technician attention for satisfactory results.

The choice of in-house or purchased service is comparable to that of cameras. It is not unusal to find in-house camera operations backed up by contract processing. Many companies having large volumes of microfilm -- banks, insurance, credit card, etc. -- have centralized processing facilities serving dispersed camera operations.

- Readers & Printers

The utilization of microfilm always requires a device which will enlarge the image -- on a screen, or as a print -- to visually discernible size. There are many such readers and reader-printers available having varying characteristics and sophistication. The choice may require the expert assistance of vendors or consultants.

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Storage

Microfilm should be stored preferably in metal containers. Film should not be subjected to wide fluctuations in temperature and humidity. High temperatures and high humidities should be avoided. If not stored in metal, only materials (paper) certified by the supplier as meeting Bureau of Standards specifications should be used.

6. Economic Considerations

In most instances the decision to utilize microfilm requires an understanding of the economic circumstances, comparing microfilm and alternates -- either preservation of the original records or the preparation of copies in another form.

Each application will require specific analysis, taking into account pertinent cost factors either incurred or eliminated by microfilming.

a. Cost of Record Preparation & Handling of Microfilm

A cost element which can vary from inconsequential for large volume, routine operations -- say cancelled checks -- to a major cost (multiple cents per image) when detailed editing or handling of documents of variable size and condition is required.

b. Cost of Microfilming

This includes cost of film, camera, processing equipment, processing materials, labor for camera operation, processing and inspection, etc.

c. Cost of Other Possibilities for Copies

This is a cost element, which if applicable, can have wide variations.

d. Cost of Storage

The cost of storing microfilm is generally negligible, while the storage of records in other forms is widely variable depending upon cost of space and storage equipment -- file cabinets, boxes, etc.

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e. Cost of Retrieval

Without good indexing, location of records in microfilm may be more difficult than retrieval of hard copy. With adequate indexing, microfilm may be advantageous. If hard copy is required for a retrieved record, microfilm may introduce an added cost.

f. Cost of Transportation

With microfilm, transportation costs are generally negligible, while the costs for the originals may be quite expensive.

g. Security, Evidential Value, Statutory Requirements, Etc.

These are less tangible, but may be highly important considerations to which a value must be assigned.

A simple evaluation shows that microfilming merely to save space has little justification unless the retention time is very long and the space is expensive. For example, a four-drawer file cabinet occupying 6 sq. ft. of floor space can hold about 10,000 8-1/2x11" single sheet documents. The cost to microfilm these would exceed $150. In an expensive office -- $5/sq. ft. -- the microfilm cost is offset by rental in five years. In a record center -- warehouse circumstances with records in paperboard boxes -- the records generally may be retained for more than 30 years for the cost of microfilming.

Many observers state that if space saving is the only objective, do not, as a rule of thumb, spend time evaluating microfilm unless the retention time is to exceed ten years after the microfilming and the destruction of the original record. This is presently a good rule.

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CURRENT MONSANTO MICROFILM APPLICATIONS

1. Research Notebooks

Central Research Department and division research departments are having microfilmed notebooks containing the original records of all laboratory work. The notebooks are considered as having proprietary value for 40 years. There is no other copy.

Microfilming is a mandatory requirement specified in "Uniform Notebook Practices", which outlines practices followed by all research groups throughout Monsanto in the use of laboratory notebooks.

All research departments have experience in microfilming notebooks. In addition to handling notebooks of CRD, the Technical Information Center of CRD assists other St. Louis located research departments in this program. CRD Technical Information Center, Ext. 4-4731, supervises these centralized efforts.

2. Research Sample Recording Control (SRC)

SRC is a cooperative information system in which Central Research Department and division research departments participate.

Any new material prepared in a research laboratory is the subject of an announcement and description which is provided to all other laboratories. It is desired that this information be readily available for at least 40 years.

CRD maintains a microfilm file of all such announcements for ready search and retrieval of information upon request by any laboratory. For ease of filing and retrieval, and most importantly for ease of adding subsequent updating information, the microfilm is maintained in acetate jackets in file cabinets designed for this purpose.

Information concerning the program is available from CRD Technical Information Center, Ext. 4-4731.

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3. Engineering Drawings

Recording engineering drawings is Monsanto's second most extensive microfilm activity. Central Engineering Department; Hydrocarbons & Polymers Division -- Springfield plant; PP&R Division -- Bircham Bend plant; and Packaging Division -- Hartford Technical Center have active programs directed at space saving, ease of retrieval, and improved security of the voluminous drawings maintained throughout the life of facilities or products.

The most common practice utilizes 35 mm film and mounts the microphotograph in an aperture card in which is punched further descriptions and information for ease of retrieval. In some instances, when only security of a record copy is desired, the microfilm is retained in roll form.

The Central Engineering Department has the greatest activity and maintains in-house facilities for microfilming its drawings. The program is the responsibility of the Office Services Group, Central Engineering Department, Ext. 4-6933.

4. Catalog Subscriptions

In several Monsanto locations, "vendor catalogs" are obtained in microfilm form by subscription. The purpose of these is to save space; to permit more rapid retrieval; and to be assured of proper updating of material.

The Information Center of Central Engineering Department, Ext. 4-7131, is so equipped and experienced.

5. Personnel Records

For various purposes -- space saving, security of record, ease of retrieval -- some personnel records have been microfilmed.

Springfield Plant -- Hydrocarbons & Polymers Div.

The records of terminated employes -- salaried and hourly.

Texas City Plant -- Hydrocarbons & Polymers Div.

Records of current employes as secondary source in the event of loss.

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Decatur Plant -- Textiles Division

Records of terminated employes including medical records.

St. Louis General Offices -- Central Personnel Dept.

- Portions of the employe skills inventory forms.

6. Directory & Catalog Printing

A specialized application of microfilm -- Listomatic -- is utilized by an outside contractor to produce for Monsanto the telephone directories and some catalogs which require frequent updating. The utilization of the services is arranged through the Office Management section of Central Personnel Department, Ext. 4-2365.

7. Credit Card Accounts Receivable

The Accounts Receivable Department, St. Louis, maintains a complete microfilm file of all customer purchases with Lion Oil credit cards. The film is 35 mm and is retained in roll form for viewing on a reader-printer maintained in Accounts Receivable Department.

The procedure is to microfilm all statements and charge tickets prior to mailing these to the customer. A complete history, by month, of all charges and payments is maintained as microfilm. Copies of statements and charge tickets misplaced by customers or lost in the mail, and any necessary reconciliation of accounts, are printed from the film. The records are in active daily use.

The records as arranged and edited by the Accounts Receivable Department are photographed by the Printing Section of the Central Personnel Department. The indexed microfilm is held for five years in individual boxes in a metal file cabinet by the Accounts Receivable Department, Ext. 4-7736.

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RECORD CENTER PRACTICE

I. GENERAL RESPONSIBILITIES

The St. Louis area Record Center, administered by the Office Management section of the Central Personnel Department, serves as a depository for inactive records which are being retained in keeping with established retention schedules. The Record Center, under the direction of the Supervisor, Records Management, acts as a custodian for the records and provides reference and retrieval services, but responsibility for compliance with standard retention schedules, or necessary deviation therefrom, remains with the company segments originating and depositing the records.

The St. Louis area Record Center is primarily to serve offices located in the St. Louis area; however, when a good purpose is served, a division/department may have inactive records from other locations stored in St. Louis in the same manner and with the same regulations as records from the local offices. In such event, the department/division depositing records must assume all shipping and communication costs.

The Record Center management will assure adequate security procedures in keeping with requirements for "company confidential" material. Unusual security provisions required for material such as:

- government classified documents,
- company "vital records", and
- negotiable instruments, etc.,

must be otherwise provided. The Record Center management is available to assist in providing depositories to meet specialized circumstances.

Upon request, the Record Center management will furnish consultation on the establishment of local record centers. If such centers are to serve more than one major organizational segment, the Corporate Secretary's approval of location and purpose should be obtained.

II. GENERAL PRACTICES

1. Each operating division and central department will designate an individual by job title and/or by name as its representative, who can be consulted or informed

CONFIDENTIAL

TOWOLDMON0012225

concerning any records deposited by this particular division/central department.

However, records may be deposited by any individual employe, and any deposit in keeping with specifications established by Record Center management will be considered an act approved by the division/central department. The Record Center will confirm each deposit to the individual and the designated representative. In the interest of efficiency and economy in Record Center operation, any subsequent communication from the Record Center will be to the division/central department representative.

2. To be accepted for storage, the records must conform to the following specifications:

- The records are being retained in keeping with an established retention schedule.

- The records are sufficiently inactive to be accommodated in the Record Center.

  The term "inactive" is not readily susceptible to precise definition. To be inactive implies a low probability that need to consult the record will arise in the ordinary course of business, and if a need does arise for consultation a time delay of some hours will not result in a serious loss or penalty to the company. In a general way, when the average number of references to a file cabinet of records drops to under one per week, the records are inactive. The local schedules sould take into account activity and indicate the time at which records are to be transferred from the office files to the Record Center. These local schedules must be based on experience and specific circumstances. The management of the Record Center is available to contribute its experience to assist in establishment of optimum circumstances for cost and performance.

- The records are packaged in accordance with specifications established by the Record Center management, and the records in one container must all have the same destruction date.

CONFIDENTIAL

TOWOLDMON0012226

- The records are accompanied by a Record Center Transmittal form indicating the category, or type, of record; the assigned retention schedule; the destruction date (expiration of retention time); the identification of division/central department personnel permitted access to the records and other essential information.

3. Access to deposited records will be limited to:

   - Personnel designated by the depositing organization.

   - The Corporate Secretary, the Director of Records, or any other designee of the Corporate Secretary.

   - The Record Center staff in response to a request from authorized personnel or, in the event of an emergency, to prevent loss or damage.

4. The Record Center will maintain a system of flagging the destruction date for all deposited records and will bring this to the attention of the appropriate division/central department record representative.

   However, disposal of records at the termination of the indicated retention period will not be "automatic", because the Record Center will have no means of applying essential "hold" orders or retention extensions to specific records. At termination, the division/central department will instruct the Record Center, in a manner specified by the Record Center, in accordance with one of the following:

   - Have records destroyed.

   - Return records to division/department for destruction.

   - Extend retention period in keeping with specific approval of the Corporate Secretary.

   Each quarter the Record Center management will bring to the attention of the Corporate Secretary records which are still on deposit six months past the indicated expiration date.

CONFIDENTIAL

TOWOLDMON0012227

5. The Record Center will supply a service to retrieve records on request in keeping with its budgetary and staff limitations. Effort must be made to assure that the Record Center costs are more than offset by division/central department costs which would be incurred were the services not supplied by the Record Center. The management of the Record Center must be given assistance by the divisions and central departments to keep these cost circumstances under scrutiny.

III. RECORD CENTER INSTRUCTIONS

The current Record Center instruction procedures for depositing, retrieving and destroying of records follow.

CONFIDENTIAL

TOWOLDMON0012228

RECORD CENTER OPERATING INSTRUCTIONS

A. SENDING INACTIVE RECORDS TO THE RECORD CENTER

1. Periodically cull inactive records from the office in accordance with the Standard Record Retention Schedule.

2. Call Record Center (Sta. 4-3061) and request necessary storage boxes and "RECORD CENTER TRANSMITTAL" form (G-115).

   Note: A letter-size file drawer equals 1-1/2 boxes, and a legal-size drawer equals 2 boxes.

3. Arrange file folders in storage boxes in alphabetical order, numeric sequence, etc., to facilitate retrieval.

4. Prepare RECORD CENTER TRANSMITTAL form and forward with the record boxes to the Record Center.

5. The Record Center will insert a file location index number on the RECORD CENTER TRANSMITTAL and return a confirmation copy.

B. RECORD REFERENCE & RETRIEVAL

1. Call Record Center and request records, giving file location index number shown on RECORD CENTER TRANSMITTAL, or

2. Prepare "REQUEST FOR RECORDS" form (G-191) in triplicate and mail to Record Center.

3. The Record Center will forward records, originals or copies, as requested with a copy of REQUEST FOR RECORDS.

   Note: Records may be examined in the Record Center.

4. After use, return records, if originals, with copy of REQUEST FOR RECORDS to assure proper refiling.

C. RECORD DESTRUCTION

1. The Record Center, to insure prompt destruction of obsolete records, will bring expiration dates to attention of division/central department representatives.

2. Division/central department record representative must authorize Record Center to destroy records or obtain approval for extended retention from the Director of Records, Corporate Secretary's Office.

CONFIDENTIAL

TOWOLDMON0012229

UNIFORM NOTEBOOK PRACTICES

TABLE OF CONTENTS

	Page Number
UNIFORM NOTEBOOK PRACTICES	83
NOTES ON IMPORTANT FACTORS FOR RECORDING RESEARCH RESULTS Based on Patent Department Experiences	89
NOTEBOOK MICROFILMING	92

CONFIDENTIAL

UNIFORM NOTEBOOK PRACTICES

Monsanto research records are valuable company-confidential material. The recorded technical results/knowledge gained by years of research at Monsanto must:

- be readily available to assist in the direction and conduct of further effort, and
- serve as an irrefutable base for substantiation of representations made in patent activity -- applications, interference proceedings, infringement litigation, etc.

The research laboratory notebook is a primary vital research document. It must be properly used and maintained to serve its purpose. The following paragraphs outline the basic mandatory procedural requirements for design, use and preservation of research notebooks throughout Monsanto and its subsidiaries.

SPECIFICATIONS

- Notebooks must be securely and permanently bound.
- The pages in a notebook must be consecutively numbered.
- Both the notebooks and the individual pages must be coded to assure that each notebook and each notebook page has an identification not duplicated in Monsanto.
- The format of notebooks must be designed by research management to satisfy specific requirements of each laboratory, but the format must be approved by the Patent Department before printing.
- As part of the format, each notebook must contain as an imprint on the inside front cover, or on a permanent page, specific instructions in keeping with these mandatory procedural requirements tailored to the specific format of that notebook. The imprint may also include other instructions directed, for example, toward the conduct of research or the completeness and quality of records.
- Each notebook must be clearly marked "Company Confidential."

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TOWOLDMON0012231

ISSUANCE

- Notebooks shall be issued only to personnel designated by a director of research.
- An index record shall be maintained by the issuing office indicating:
  - the person to whom a notebook was issued and the date of issuance;
  - a continuing record of its location and date sequences relating to its completion, microfilming, and any other handling; and
  - the location of any copies (microfilm, Xerox, or other) made of it.
- The issuing office shall be responsible for recovery of notebooks from all employes on termination or transfer in keeping with requirements of the Monsanto Security Guide and the Personnel Administration Manual.
- The various laboratory facilities may share notebook issuing and controlling facilities for convenience and economy.

ENTRIES

Specific instructions imprinted in notebooks must assure these requirements for the recording of ideas, information and data therein:

- Entries should be made simultaneously with the research activity they present whenever possible, or at the earliest possible time when circumstances do not permit entries coincident to the activity.
- Handwritten entries must be in ink by the person to whom the notebook is assigned, or by persons designated by the assignee. The person making each entry must be clearly identified.
- Erasures are not permissible. Corrections must be made by strikeover accompanied by written and dated explanations.
- Entries must be unmistakably dated.
- Vacant pages and vacant page space must be suitably marked and identified before witnessing of that page.

CONFIDENTIAL

TOWOLDMON0012232

- Entries made on any notebook page after witnessing of that page shall be dated and initialed by the author and by a witness.

The procedural requirements outlined herein are to assure that the entries can be used for evidential purposes should the need arise. The value of notebook records rests in the substance, the quality and the completeness of notebook entries; and attainment of these is a recognized objective of all research personnel. It is, therefore, recommended that instructions imprinted in the notebooks, or otherwise provided to research personnel, guide toward the quality, the substance, and the completeness of records required to adequately present all research efforts. Notes based on the experiences of the Patent Department and which may be useful to this end follow as a supplement to these Uniform Notebook Practices.

WITNESSING

Specific instructions in notebooks must assure these requirements for the establishment and identification of corroborating witnesses.

- Each page must be witnessed and the date of witnessing entered.
- The witness should be knowledgeable in the field.
- The witness preferably should be an employe of Monsanto, but in any event should be authorized for access to "Company Confidential" information.
- A witness likely to be a coinventor with the author must not be used.
- Witnessing daily is preferable; in any event intervals should be no greater than one week.

SUPPLEMENTARY RECORDS

Some records generated in research -- for example, large engineering drawings, circuit diagrams, instrument charts and computer printouts -- cannot be entered directly into notebooks. Some records are essentially related to notebook entries -- for example, analytical and test reports, plant or pilot plant logs, written instructions and laboratory scratch notes -- and are necessary to substantiate, or validate, notebook entries by the author.

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TOWOLDMON0012233

Supplemental records must be identified and preserved as follows:

- A notebook entry by the author should identify the supplemental record and its significance.

- Supplemental records should be permanently affixed to notebook pages if possible.

- Affixing supplemental material to a notebook page:

  .. may be by staple, adhesive or tape;

  .. should be on the front of a page without obscuring page heading, so page heading and attachments can be microfilmed;

  .. should be by stapling to right hand margin if there are other entries on the page, in order that the attachment may be lifted to permit microfilming of the entries; however,

  .. if notebook page has no other entries, attachment need not permit examination of the page but must have notation which will be apparent in microfilm stating "No entries beneath attachment."

- If affixing supplemental material to a notebook page is not feasible because of excessive size or bulk, the properly witnessed supplemental record should be preserved in a secure pocket or envelope attached to the notebook.

- In the event retention of a supplemental record in, or with, a notebook is not feasible, the record should be initialed by the notebook author, signed and dated by the witness, and the location of the record noted in the notebook and in the notebook index file. Every effort should be made to store such supplemental records under the same security provisions observed for notebooks.

MICROFILMING

- As soon as possible after completion of a notebook, and no more than six months later, all notebooks and related essential supplementary records must be microfilmed; and the instructions in the notebook should so state.

CONFIDENTIAL

TOWOLDMON0012234

- After completion of a notebook by the assignee, no entries are permissible except a notation dated and signed by the camera operator that microfilming was completed. No entries should be made by inspectors, librarians, or other personnel. If additional entries for any purpose are needed, these must be made by the notebook assignee with proper initialing, dating and witnessing.

- Entries, marks, notations, etc., in a notebook, for any purpose, after microfilming are not permissible.

- The microfilming will be done on 16mm roll film in accordance with the detailed specifications presented in "Notebook Microfilming" (see page 92).

- At least two negative copies must be made and sent to the CRD Technical Information Center.

  - One negative copy will be retained in the CRD Technical Information Center for active reference purposes.

  - One copy will be sent to the Monsanto Vital Record repository designated by the Corporate Secretary and shall be removed therefrom only in event of destruction of other records and only for the purpose of replacing such records.

- Additional microfilm copies for retention in other locations is permissive, with approval of the originating director of research, if preserved and utilized in keeping with security requirements.

STORAGE OF NOTEBOOKS

- After microfilming, notebooks will remain the responsibility of the issuing laboratory.

- If not retained at a laboratory or related office, storage should be in a repository approved by the Corporate Secretary for company records.

- Only designated personnel of the issuing laboratory, of the Patent Department, and the Corporate Secretary shall have authority to remove notebooks from these record repositories.

- The various laboratory facilities may share for convenience and economy an office for control of completed notebooks.

CONFIDENTIAL

TOWOLDMON0012235

SECURITY

- Notebooks or any reproduction of notebook entries must be accessible only to those "with a need to know", and no reproduction, copy, or transcript of a notebook entry shall be made (except for mandatory microfilm) without the specific authorization of the director of research, or of the Patent Department, or of the Corporate Secretary.

- Notebooks in active use or completed must not be left available to unauthorized personnel.

- Any evidence of unauthorized access to notebooks or any copies thereof must be reported immediately to a responsible supervisor or security officer.

RESPONSIBILITIES

- The director of research having prime responsibility for the conduct of research efforts shall have always comparable responsibility for assuring compliance with the "Uniform Notebook Practices" in the recording of those efforts. Is is expected that the director of research will diligently impose this responsibility on all research personnel.

- The director of the Patent Department shall have the authority, which he may delegate to members of the Patent Department, to approve temporary, or emergency, practices deviating from the uniform practices when necessary to assure proper recording and authentication of records under unforeseen or emergency circumstances.

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TOWOLDMON0012236

NOTES ON IMPORTANT FACTORS FOR RECORDING RESEARCH RESULTS

Based on Patent Department Experiences

SCOPE

The use of notebooks is *not* limited to recording experimental observations. All matters should be included for which a readily identifiable recording, properly dated and witnessed, may be necessary as evidence. Among the matters which should be notebook entries are:

- The conception of an idea, a principle, an application, etc., which may precede experimental work or any other research effort.
- The plans for carrying forward a research program.
- The suggestions received from others concerning the formulation of a program, or the conduct of experimental work.
- Suggestions offered to others, intracompany or external, concerning research possibilities, research efforts, novel applications, etc.
- Ideas for additional work arising as research efforts continue.
- Conclusions generated from experimental observations.

EDITORIAL & FORMAT

The general desire is for entries to clearly and concisely present a research effort in completeness. The following are some manipulative and editorial factors which may assist.

- Be certain each entry is understandable by a person generally versed in science, or technology, without requiring additional explanation by the author.
- Depend upon simple declaratory English.
- Use scientific and technical terms in keeping with accepted practices of recognized U.S. journals.

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- An abbreviation recognized as standard by those normally versed in literature, science and technology is acceptable. If not standard, do not use the abbreviation or include a definition. For example, U.S.A.; lb.; °C are ultrasafe; but STP; DDB; ABS; AN; PVC should be defined.

- Tradenames and code numbers should be identified by proper scientific terminology.

- All computations should be supported by a statement of the mathematical formula used, or by a sample calculation.

- Cross-reference notations and indices should be employed to assure complete understanding of the continuity of the conception, planning, experimentation, conclusions, etc., as these are presented.

- References to published literature and patents should follow the customary practices of accepted technical and scientific journals to assure positive identification of the reference.

- Restrict the entries on a notebook page to a single research project.

RECORDING EXPERIMENTAL WORK

In addition to complete, accurate presentation of the observations and the data forthcoming from experiments, notebook records of experimental work must make possible a successful repetition of the experiment by others, and most desirably should include conclusions, extensions of plans and suggestions for applications having a commercial value. Important factors are:

- A clear presentation (or adequate cross-references) to identify:
  - the purpose,
  - any instruction or suggestion embodied in the experiment,
  - the relationship to previous experimental work, and
  - the specific plans of the experiment conducted.

CONFIDENTIAL

TOWOLDMON0012238

- Descriptions, diagrams, and specifications of any equipment used in sufficient detail to assure its duplication.
- Data and test results which characterize the condition, reliability, precision or calibration of the equipment used.
- Identification, in sufficient detail to permit duplication, of all materials used, such as:
  - .. scientific name
  - .. tradename or identity of manufacturer
  - .. lot number, dates, etc.
  - .. analysis or test results
  - .. analytical or testing procedures
- Any instructions prepared for assistants, technicians, or operators to conduct experimental work.
- Identification and location, if not attached in notebook, of instructions, data recordings, drawings, computations, data processings, etc., pertinent to the experimental work.
- Identification of persons conducting the experimental work.
- Identification of persons entering observations or data.
- All experimental data and observations.
- Conclusions.
- Further plans for experimental work.
- Suggestions for specific use of the experimental observations by Monsanto and the plans for reducing these suggestions to practice.

CONFIDENTIAL

TOWOLDMON0012239

NOTEBOOK MICROFILMING

All research notebooks (and any other original records of experimental efforts serving the same purpose as notebooks) must be microfilmed no later than six months after completion of the notebook in accordance with the provisions for "Uniform Notebook Practices."

Microfilming of research laboratory notebooks is for the purpose of assuring availability of authentic, legally acceptable copy of all research records.

The microfilming must be conducted in accordance with the following specifications:

FILM & PROCESSING

- 16mm microfilm will be exposed and processed in accordance with Federal Standards 125A and the National Bureau of Standards specifications for archival quality.
- 16mm x 100 ft. rolls will be used. Microfilm reel shall be sq. /sq. plastic.
- The microfilming will be specifically performed so that the film can be observed and reproduced on either a Filmac 100M or 400M Microfilm Reader-Printer or other suitable readers that meet uniform standards.

SCOPE & CONTENT LIMITATIONS

- As many notebooks as possible may be photographed on an individual roll of film.
- Only notebooks of a single division and a single location (single administrative authority) may be included on one roll of film.
- Preferably, notebooks should be photographed in the same sequence as numbered. However, the microfilming of completed notebooks should not be delayed because some have not been finished.
- The photographing of any notebook must be complete on a single roll of film, and any supplementary, or substantiating, document related to the notebook must appear on the same roll.

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Each roll of film shall be numbered, or coded, to assure that each has an identification not duplicated in Monsanto. The Central Research Department Information Center, Central Reports, will specify and coordinate the coding system.

FORMAT & EDITORIAL DETAIL

Information must be assembled and filmed in the following sequence (see Exhibit F):

First Image - Target marked START

Second Image - Target marked ROLL NUMBER xx

Third Image - Target marked MONSANTO LOCATION _____

Fourth Image - Target marked NOTEBOOK NUMBER zz

Fifth Image - COMPANY CONFIDENTIAL statement (See (Exhibit A)

Sixth Image - DECLARATION OF INTENT & PURPOSE (See Exhibit B)

.. This declaration must be signed by an employe of Monsanto, who is certain to be recognized as having the necessary knowledge for legal purposes and the authority to judge that the notebook is complete and ready for microfilming from an operational viewpoint.

Seventh Image - FIRST PAGE IN NOTEBOOK (index if there is one)

.. The images of the designated notebook must follow in proper numerical sequence. If the notebook is indexed, the photographs of the index should be the first pages microfilmed.

.. If supplemental information has been attached to a notebook page, these pages must be microfilmed in the order in which they appear and followed by the page to which they are attached.

CONFIDENTIAL

TOWOLDMON0012241

Next Image - Target marked NOTEBOOK NUMBER zz SUPPLEMENTAL INFORMATION

.. Immediately following this target, information or data which is preserved as essential to substantiate or validate notebook entries, and which is preserved in loose-leaf form because it cannot be inserted in the notebook by attachment to a page, will be microphotographed successively until complete; and then shall follow:

Next Image - Target marked NOTEBOOK NUMBER zz END

.. For each notebook the sequence shall be repeated starting with "Second Image." The last image in the last notebook sequence shall be followed by:

Next Image - CERTIFICATE OF AUTHENTICITY (See Exhibit C)

Last Image - Target marked END OF ROLL

INSPECTION & CORRECTION

. The finished microfilm roll must be inspected to assure:

.. No omission of document pages, certifications, or required targets and designations.

.. Proper quality and document legibility. The microphotographs must be of a quality which will assure the best possible reproduction.

. Errors or deficiencies must be taken care of in one of two ways:

.. If the inspection of the film reveals poor images, or poor quality, as a result of a) mechanical equipment failure or malfunction, b) improper microfilming procedures, or c) operator deficiencies, then all of the documents relating to the roll in question must be rephotographed.

CONFIDENTIAL

TOWOLDMON0012242

.. If certain documents on the roll were unsatisfactory, these documents will be rephotographed and spliced to the end of the roll and will be designated as retakes, showing the appropriate notebook number. In no event shall the original roll be cut and spliced for adding corrections or additions. The original roll must remain in tact from start to end.

Retakes to be filmed must be assembled and filmed in the following sequence:

First Image - START OF ADDENDUM
(See Exhibit D)

Second Image - Target marked
NOTEBOOK NUMBER zz RETAKE

Third Image - First retake of document

Following retakes for the first notebook, retakes for the remaining notebooks shall follow, each starting with the Second Image. Following the last retake for the roll:

Next Image &
Last Image - END OF ADDENDUM
(See Exhibit E)

COPIES, PACKAGING & DISTRIBUTION

. The original camera negative and at least one diazo copy suitable for production of prints shall be prepared and delivered to the Central Research Department Information Center, Central Reports.

. The roll number must be clearly and permanently marked on the reel and on the outside cover of box.

. Packaging of one roll must be specified by CRD Information Center, Central Reports. The second roll must be in a tape sealed metal container with roll number, or code, clearly and permanently marked on the exterior. CRD Information Center, Central Reports, will be responsible for forwarding the second roll to vital record storage.

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TOWOLDMON0012243

EXHIBIT A

COMPANY CONFIDENTIAL

The records and information contained herein is the property of Monsanto Company. It must not be reproduced, revealed to unauthorized persons, or sent outside the company without proper authorization.

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EXHIBIT B

Monsanto
COMPANY

800 N. Lindbergh Boulevard
St. Louis, Missouri 63166
(314) OXford 4-1000

DECLARATION OF INTENT & PURPOSE

I, _____(Name)_____, employed by Monsanto Company, _____(Div. /Dept.)_____, at _____(Location)_____, do hereby declare:

That in accordance with the express intent and purpose of the company to microfilm vital and other important records so that copies thereof will be available in the event of loss or destruction of the original records, the records microfilmed herein were delivered by me to _____(Camera Operator)_____ for microfilming; and that these records constitute actual records of Monsanto Company, _____(Dept. or Plant)_____, _____Division, which were created or acquired in its regular course of business and which are considered essential in connection with the continued operation of the company.

_____
Name

_____
Title

_____
Date

_____
Place

97.

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(Letterhead of microfilm company) EXHIBIT C

CERTIFICATE OF AUTHENTICITY

This is to certify that the microphotographs appearing on this roll starting with (Identify) _____

_____

and ending with (Identify) _____

_____

are accurate and complete reproductions of records of Monsanto Company delivered to me for microfilming by (Name) _____, on (Date) _____, at (Place) _____.

It is further certified that the microphotographic processes were accomplished in a manner and on film which meets with requirements of Federal Standard 125A and National Bureau of Standards specifications for permanent microphotographic copy.

_____
Camera Operator

Microfilmed at: _____

Date: _____

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TOWOLDMON0012246

EXHIBIT D

START

OF

ADDENDUM

The microphotographs appearing between this point and the "END OF ADDENDUM" are accurate and complete reproductions of records which were rephotographed because the microphotographs proved unsatisfactory on inspection of the original microfilm roll number xx.

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EXHIBIT E

END

OF

ADDENDUM

I hereby certify that the microphotographs appearing between the "START OF ADDENDUM' and the "END OF ADDENDUM" are accurate and complete reproductions of the records which were rephotographed and spliced to original roll number xx because the microphotographs of these records proved unsatisfactory on inspection of the original roll.

It is further certified that the microphotographic processes were accomplished in a manner and on film which meets with requirements of Federal Standard 125A and National Bureau of Standards specifications for permanent microphotographic copy.

_____

Camera Operator

Microfilmed at: _____

Date: _____

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EXHIBIT F



1 START

2 ROLL NUMBER xx

3 MONSANTO LOCATION _____

4 NOTEBOOK NUMBER zz

5 COMPANY CONFIDENTIAL statement

6 DECLARATION OF INTENT & PURPOSE

7 FIRST PAGE IN NOTEBOOK

Images of Notebook Pages

NOTEBOOK NO. zz SUPPLEMENTAL

Supplemental Images

NOTEBOOK END

CERTIFICATE OF AUTHENTICITY

END OF ROLL

START OF ADDENDUM

NOTEBOOK NO. zz RETAKES

Images of Retakes

END OF ADDENDUM

16mm roll film - 2500 images to a roll - 15-100 page notebooks to a roll

POSITIONING OF IMAGES IN ACCORDANCE WITH THE SPECIFICATIONS

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