

American Standard, Inc.
Corporate Office
Piscataway, NJ

Master Records Retention Schedule



Rev 0

Dated 8/17/95

PLAINTIFF'S EXHIBIT

ASI-185

IT - 3

MASTER RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD SERIES NAME	VITALITY STATUS	RECORD SERIES DESCRIPTION	OFFICE OF RECORD RETENTION	COPY HOLDING RETENTION	FEDERAL CITATIONS	STATE CITATIONS
ACCOUNTING							
A08-20	ACCOUNTING WORK PAPERS		DOCUMENTATION USED IN THE PERFORMANCE OF ACCOUNTING FUNCTIONS	CIA	1 YR	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1
A08-02	ACCOUNTS PAYABLE INVOICES		ORIGINAL INVOICES FOR PAYABLES. INCLUDES CHECK COPY, DOCUMENTS SUPPORTING THE PAYMENT AND ANY CHECK PROCESSING OR APPROVAL FORMS.	CIA	1 YR	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1
A08-26	ACCOUNTS PAYABLE RECONCILIATIONS		RECORDS DOCUMENTING THE RECONCILIATION OF COMPANY PAYABLES	CIA	1 YR	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1
A08-14	AMORTIZATION/DEPRECIATION REPORTS		RECORDS DETAILING AMORTIZATION AND/OR DEPRECIATION OF COMPANY ASSETS	LA - CIA	1 YR	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1
A08-40	AUDIT REPORTS - EXTERNAL	H	INDEPENDENT FINANCIAL AUDITS PERFORMED BY OUTSIDE AUDITORS	LC	CY	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A08-31	BANK RECONCILIATIONS STATEMENTS		RECORDS OF RECONCILIATION OF FINANCIAL ACCOUNTS	1 YR	1 MO	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A08-28	BUDGETS		RECORDS USED IN PREPARING INDIVIDUAL DEPARTMENT BUDGETS AND FORECASTS. INCLUDES EXPENSES, CAPITAL FORECASTS, RESOURCE PLANS, ACTUALS, VARIANCES AND BACKUP INFORMATION.	5 YR	1 YR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A08-15	CAPITAL APPROPRIATION EXPENDITURES PERS REPORTS		RECORDS OF ASSET CAPITALIZATION REQUESTS AND APPROPRIATIONS, ALONG WITH RELATED REPORTS, FOR ASSETS IN EXCESS OF \$10,000	LA - CIA	1 YR	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1
A08-06	CASH FLOW FORECASTS/REPORTS		RECORDS INDICATING CASH REQUIREMENTS AND ANALYSES OF CURRENT DEBT OF THE ORGANIZATION	CIA	1 YR	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1
	CASH LEDGERS CASH RECEIPTS CASH BOOK CASH ADVICE		LEDGERS ITEMIZING CASH TRANSACTIONS INCLUDING INTERCOMPANY LOAN RECEIPTS AND DISBURSEMENTS	CIA	1 YR	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1
A08-18	CHART OF ACCOUNTS	V	LIST OF ACCOUNT NUMBERS USED TO CLASSIFY ASSETS EXPENDITURES	LC	SU	28 CFR 1.6001	8 EXA 224 NJSA 54 10A 5.1 NJSA 54 10A 14.1
A08-04	CHECK REQUESTS - PAYABLES		RECORDS OF ALL CHECK PAYMENTS MADE THROUGH THE ACCOUNTS PAYABLE SYSTEM INCLUDES RECORDS OF VOIDED CHECKS	CIA	1 YR	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1
A08-03	CHECKS - PAYABLES - CANCELED & VOIDED		ORIGINAL CANCELED AND VOIDED CHECKS USED TO VERIFY PAYMENT.	CIA	CY	28 CFR 1.6001	NJSA 54 10A 5.1 NJSA 54 10A 14.1

* DENOTES RETENTION CITATIONS

** DENOTES STATUTORY CITATIONS

RECORD RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY.

AE - AFTER EXPIRATION

AR - ANNUAL REVIEW

AT - AFTER TERMINATION

BBJ - BEST BUSINESS JUDGEMENT

CC - COMPLETION OF CONTRACT

CTA - LIFE OF ASSET

CY - CURRENT YEAR

LC - LIFE OF CORPORATION

LA - LIFE OF ASSET

LC - LIFE OF CORPORATION

SL - SALE

BT - RETIREMENT

PG - FINAL PAYMENT

CC - COMPLETION OF CONTRACT

CTA - LIFE OF ASSET

CY - CURRENT YEAR

LC - LIFE OF CORPORATION

SL - SUPERSEDED/BOLETE

WASIEK RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD DESCRIPTION	VITALITY	RECORD SERIES	RECORD DESCRIPTION	CLASS OF RECORD	MEDIA	OFFICE OF RECORD	COPY	RETENTION	FEDERAL CITATIONS	STATUTE CITATIONS
A08-10	CONSOLIDATED FINANCIAL STATEMENTS	H		COMPLETE ITEMIZATION OF THE FINANCIAL POSITION OF THE COMPANY.	CORP ACCOUNTING	ELECTRONIC HARD COPY	LC	SU		15 CFR 801.2	8 OCA 224
A08-15	DATABASE SYSTEM DOCUMENTATION	V		INCLUDES TECHNICAL DOCUMENTATION SUCH AS DATA MODELS, STANDARDS, SOURCE CODES AND SPECIFICATIONS FOR ALL ADP ACCOUNTING SYSTEMS.	IMS	ELECTRONIC HARD COPY	SU * CTA	SU		20 CFR 1.6001 REV PROC 81.59	NJSA 54:10A-5.1 NJSA 54:10A-14
A08-06	DETAIL POSTING REPORTS			REPORTS OF ALL POSTINGS MADE TO SUPPORT THE GENERAL LEDGER	CORP ACCOUNTING	ELECTRONIC HARD COPY	CTA	1 YR		20 CFR 1.6001	NJSA 54:10A-5.1 NJSA 54:10A-14
A08-08	EXPENSE REPORTS			RECORDS OF AS/EMPLOYEE EXPENSES SUBMITTED TO ACCOUNTS PAYABLE FOR REIMBURSEMENT.	CORP ACCOUNTING	ELECTRONIC HARD COPY	CTA	1 YR		20 CFR 1.6001	NJSA 54:10A-5.1 NJSA 54:10A-14
A08-11	FEDERAL INFORMATION RETURNS (1099'S)			RECORDS AND REPORTS OF AMOUNTS PAID TO VENDORS WHICH ARE REPORTABLE TO THE INTERNAL REVENUE SERVICE.	CORP ACCOUNTING	ELECTRONIC HARD COPY	CTA	1 YR		RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A08-13	FIXED ASSET REPORTS			REPORTS INDICATING STATUS AND LOCATION OF COMPANY ASSETS.	CORP ACCOUNTING	ELECTRONIC HARD COPY	LA * CTA	1 YR		20 CFR 1.6001	NJSA 54:10A-5.1 NJSA 54:10A-14
A08-09	FOREIGN EXCHANGE RECORDS			DOCUMENTATION OF THE MANAGEMENT OF COMPANY FUNDS IN THE INTERNATIONAL MARKET.	TREASURY	ELECTRONIC HARD COPY	5 YR	1 YR		22 USC 3104(B) 21 USC 5314 15 CFR 801.2 31 CFR 103.32 31 CFR 500.601	RETENTION NOT SPECIFIED
A08-01	GENERAL LEDGERS - ANNUAL	V	H	ANNUAL POSTING OF ALL AS/ CORPORATE OFFICE ACCOUNTS USED TO REVIEW, CLOSE, PROCESS, REFERENCE AND RECONCILE.	CORP ACCOUNTING	ELECTRONIC HARD COPY	LC	1 YR		20 CFR 1.6001	NJSA 54:10A-5.1 NJSA 54:10A-14
A08-17	INTERIM FINANCIAL REPORTS MONTHLY GENERAL LEDGER QUARTERLY GENERAL LEDGER			INTERIM REPORTS MONTHLY, QUARTERLY, ETC.) SUMMARIZING FINANCIAL ACTIVITY DURING A GIVEN PERIOD OF TIME.	CORP ACCOUNTING	ELECTRONIC HARD COPY	SU * 1 YR	SU		RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A08-07	JOURNAL ENTRIES			RECORDS OF FINANCIAL TRANSACTIONS SUMMARIZED IN THE GENERAL LEDGER.	CORP ACCOUNTING	ELECTRONIC HARD COPY	CTA	1 YR		20 CFR 1.6001	NJSA 54:10A-5.1 NJSA 54:10A-14
A08-07	REFERENCE MATERIAL			RECORDS NECESSARY FOR THE PREPARATION OF FINANCIAL ANALYSIS AND INVESTMENT DECISION PROCESSES.	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY	SU	SU		RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A08-25	SIGNATURE AUTHORIZATION APPROVALS	V		DOCUMENTATION SIGNATURE FORMS FOR COMPANY EMPLOYEES RELATED TO EXPENSE APPROVAL.	CORP ACCOUNTING	HARD COPY	AT * CTA	SU		RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A08-30	TRIAL BALANCES			RECORDS DOCUMENTING FINANCIAL ACCOUNT BALANCES.	CORP ACCOUNTING	ELECTRONIC HARD COPY	CTA	SU		RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ

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 AE - AFTER EXPIRATION
 AN - ANNUAL REVIEW
 AT - AFTER TERMINATION
 BBJ - BEST BUSINESS JUDGEMENT

CC - COMPLETION OF CONTRACT
 CTA - COMPLETION OF TAX AUDITS
 CY - CURRENT YEAR
 FS - FINAL SHIPMENT
 LA - LIFE OF ASSET
 LC - LIFE OF CORPORATION
 SL - SALE
 RT - SETTLEMENT

SU - SUPERSEDED/DISSOLETE

MASTER RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD SERIES NAME	RECORD SERIES DESCRIPTION	OFFICE OF RECORD	MEDIA	ST	10 YR	CY	COPY HOLDING RETENTION	FEDERAL CITATIONS	STATE CITATIONS
ACCOUNTING										
ACC-37	WIRE TRANSFERS	A RECORD DOCUMENTING THE TRANSFER OF MONEY FROM ONE ACCOUNT TO ANOTHER	TRIALITY	ELECTRONIC HARD COPY		CTA		3 MO	28 CFR 1.6001	N.J.S.A. 17A:10A-3.17 N.J.S.A. 17A:10A-14
ADMINISTRATIVE										
ADD-15	AUDIT REPORTS - INTERNAL	APPRAISAL REPORTS SUBMITTED TO UPPER MANAGEMENT DETAILING INTERNAL AUDIT FINDINGS AND RECOMMENDATIONS	INTERNAL AUDIT	ELECTRONIC HARD COPY		ST	10 YR	CY	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-14	AUDIT WORK PAPERS - INTERNAL	BACKGROUND DATA AND WORK PAPERS OF APPRAISALS PERFORMED BY INTERNAL AUDITORS ON COMPANY SYSTEMS AND PROCESSES	INTERNAL AUDIT	ELECTRONIC HARD COPY		ST	10 YR	CY	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-11	CHRONOLOGICAL FILES DAY FILES	COPIES OF ALL INTERNALLY GENERATED, OUTGOING CORRESPONDENCE NORMALLY FILED CHRONOLOGICALLY FOR RETRIEVAL PURPOSES	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY		1 YR		CY	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-09	DAYTIME APPOINTMENT BOOKS CALENDARS	ELECTRONIC AND/OR PAPER RECORDS TRACKING APPOINTMENTS, MEETING NOTES, PHONE CALLS AND OTHER TYPES OF CALENDARING REQUIREMENTS	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY		1 YR		CY	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-07	DISASTER RECOVERY PLANS	DOCUMENTATION OF THE COMPANY'S DISASTER RECOVERY PLAN NECESSARY TO RESUME BUSINESS OPERATIONS IN THE EVENT OF A DISASTER/CATASTROPHY	IMS	ELECTRONIC HARD COPY		SU		SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-04	FACILITIES INVENTORIES	INVENTORIES OF ALL EQUIPMENT AND/OR FURNISHINGS LOCATED AT ALL FACILITIES	AUDIT 1310	ELECTRONIC HARD COPY		SU		SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-20	GENERAL INFORMATION AND CORRESPONDENCE FORM LETTERS VENDOR LITERATURE ANNOUNCEMENTS BULLETIN BOARD NOTICES MAILING LIST CHANGES TELEPHONE MESSAGE PADS PRELIMINARY DRAFTS INTERNAL NOTES INTERDEPARTMENT MEMOS	RECORDS OF A TRANSIENT NATURE MAINTAINED IN HARD COPY AND/OR ELECTRONICALLY REQUIRING NO FOLLOW-UP OR REFERENCE PAST THE SHORT TERM	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY		1 YR		CY	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-18	INTERNAL ORGANS NEWSLETTERS FAMILY	COMPANY NEWSLETTERS, BULLETINS, VIDEOS AND OTHER FORMS OF INTERNAL COMMUNICATIONS	HUMAN RESOURCES	ELECTRONIC HARD COPY		LC		SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-03	MEETINGS/COMMITTEES (NON BOARD RELATED)	MEETING AGENDAS, MINUTES, AND PLANS, HISTORY OF ACTIONS COMPLETED, DECISIONS MADE AND RESOLUTIONS	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY		1 YR		AR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ

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AE - AFTER EXPIRATION

AR - ANNUAL REVIEW

AT - AFTER TERMINATION

BBJ - BUREAU OF BUREAU ADJUDICATION

CC - COMPLETION OF CONTRACT

CTA - COMPLETION OF TAX AUDITS

CY - CURRENT YEAR

FB - FINAL SUPPLEMENT

ST - SETTLEMENT

LA - LIFE OF ASSET

LC - LIFE OF CORPORATION

SA - SALE

BBJ - BUREAU OF BUREAU ADJUDICATION

ST - SETTLEMENT

SU SUPERSEDED/DOES NOT EXIST

MASTER RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD SERIES NAME	VITAL/HISTORICAL	RECORD SERIES DESCRIPTION	ORIGINATING DEPARTMENT	MEDIA	OFFICIAL RECORD RETENTION	COPY HOLDING RETENTION	GENERAL CITATIONS	STATE CITATIONS
ADMINISTRATIVE									
ADD-01	PLANNING STRATEGIES		DIVISION AND/OR DEPARTMENTAL CHARTERS, GOALS, MISSIONS, VISIONS, OBJECTIVES, AND PLANS	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY	SU * 3 YR	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-17	POLICIES AND PROCEDURES		AS/9 ADMINISTRATIVE AND OPERATING POLICIES AND PROCEDURES NOT OTHERWISE CLASSIFIED	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY	SU * 2 YR	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-20	PRESENTATIONS - EXTERNAL FINANCIAL ANALYSIS PRESENTATIONS		PRESENTATIONS PREPARED FOR DELIVERY TO OUTSIDE OR EXTERNAL AUDIENCES INCLUDES PRESENTATIONS TO THE FINANCIAL COMMUNITY	INVESTOR RELATIONS	ELECTRONIC HARD COPY	SU * 8 YR	1 YR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-21	PRESENTATIONS - INTERNAL		PRESENTATIONS FOR APPROVAL OF PROJECTS, TO INFORM EMPLOYEES, UPDATE PERSONNEL ON PROJECT STATUS, AND INTERNAL DEPARTMENT TRAINING MATERIALS	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY	SU * 3 YR	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-08	PROFESSIONAL/TRADE ASSOCIATIONS		RECORDS RELATED TO THE INVOLVEMENT OF DEPARTMENTAL PERSONNEL AND/OR THE ORGANIZATION IN PROFESSIONAL AND/OR TRADE ASSOCIATIONS	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY	AR	AR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-18	RECORDS CONTROL TRANSMITTAL FORMS		DOCUMENTATION OF THE TRANSFER OF RECORDS TO OFFSITE STORAGE. INCLUDES RECORD INVENTORIES FOR OFFSITE STORAGE AND RECORDS TRANSMITTAL FORMS. ALSO INCLUDES INDEXES OF ALL RECORDS STORED AND/OR MICROFILMED.	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY	SU	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-19	RECORDS RETENTION SCHEDULE DESTRUCTION AUTHORIZATION		DOCUMENTS RELATED TO THE RECORDS RETENTION PROGRAM OF THE COMPANY. MAY INCLUDE COMPLETED RECORDS APPRAISAL FORMS OR RECORDS INVENTORY AND ANALYSIS WORKSHEETS, APPROVED RECORDS RETENTION SCHEDULES AND DOCUMENTATION OF THE RESEARCH AND APPROVAL PROCESS ASSOCIATED WITH RETENTION SCHEDULES, CERTIFICATION OF DESTRUCTION AND ANY RECORDS RETENTION ALERTS.	HUMAN RESOURCES	ELECTRONIC HARD COPY	LC	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-10	REGULATIONS		REQUESTS FOR THE ACQUISITION OF SERVICES AND/OR PRODUCTS	OFFICE SERVICES	HARD COPY	1 YR	3 MO	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-03	STATUS REPORTS		REPORTS GENERATED BY DEPARTMENTS DOCUMENTING THE STATUS OF THEIR INTERNAL OPERATIONS	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY	1 YR	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADD-12	TELEPHONE DIRECTORY		INTERCOMPANY TELEPHONE DIRECTORIES	HUMAN RESOURCES	ELECTRONIC HARD COPY	SU	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ

* DE NOTES RETENTION CITATIONS

RECORD RETENTION CITATIONS

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AT - AFTER TERMINATION

BBJ - BEST BUSINESS JUDGEMENT

CC - COMPLETION OF CONTRACT

CT - CURRENT YEAR

FS - FINAL SETTLEMENT

LA - LIFE OF ASSET

LC - LIFE OF CORPORATION

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CC - COMPLETION OF CONTRACT

CT - CURRENT YEAR

FS - FINAL SETTLEMENT

LA - LIFE OF ASSET

SU - SUPERSEDED OBSOLETE

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RECORD DATE	RFCRCD NUMBER	VITAL HISTORICAL	RECORD SERIES IN SCHEMATIC	INDICES OF RECORD	MEDIA	COPY OR ORIGINAL RETENTION	SECURAL CATIONS

ADD 13 1	VOICE 2 MAIL	VOICE MAIL MESSAGES RECEIVED BY ASI EMPLOYEES THROUGH THEIR TELECOMMUNICATIONS SYSTEM	OFFICE SERVICES	ELECTRONIC	1 MO	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ

ADP-07	BOARD OF DIRECTORS MEETINGS MINUTES AGENDAS EXHIBITS	H	RECORDS OF THE ORGANIZATION'S BOARD OF DIRECTORS MEETINGS. INCLUDES AGENDAS, MINUTES, EXHIBITS AND SUPPORTING DATA	LEGAL	HARD COPY	LC	SU	**15 CFR 801.2	**8 DCA 274
ADP-14	CONFLICT OF INTEREST QUESTIONNAIRES CODE OF ETHICS		RECORDS OF ASI EMPLOYEE RESPONSES TO CONFLICT OF INTEREST QUESTIONNAIRES	LEGAL	HARD COPY	AT + 2 YR	CY	**20 CFR 310.3	**NUSA 2A 1A 2
ADP-02	CORPORATE ORGANIZATION DOCUMENTS INCORPORATION PAPERS BYLAWS CERTIFICATE OF GOOD STANDING ASSUMED NAME CERTIFICATES	V	RECORDS EVIDENCING ASI MAY INCLUDE CERTIFICATES OR ARTICLES OF INCORPORATION, RESTATED CERTIFICATES OR ARTICLES OF INCORPORATION AND BYLAWS, CERTIFICATES OF GOOD STANDING, ETC.	LEGAL	HARD COPY	LC	SU	RETENTION NOT SPECIFIED BBJ	**8 DCA 274
ADP-01	FINANCIAL REPORTS-EXTERNAL		REPORTS ISSUED BY THE OUTSIDE FINANCIAL COMMUNITY ON THE FINANCIAL STATUS OF THE COMPANY.	INVESTOR RELATIONS	HARD COPY	LC	CY	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADP-12	INSIDER REPORTS FORM 3 FORM 4 FORM 144		REPORTS SUBMITTED TO THE SEC REFLECTING ANY COMPANY STOCK TRANSACTIONS MADE BY OFFICERS AND/OR DIRECTORS.	LEGAL	HARD COPY	AT + CTA	1 YR	**20 CFR 1.6001 **15 USC 78a	**NUSA 34 10A 5 2 **NUSA 34 10A 14
ADP-08	ORGANIZATIONAL CHARTS	H	DOCUMENTATION OF THE ORGANIZATIONAL STRUCTURE OF AMERICAN STANDARD	HUMAN RESOURCES	HARD COPY	LC	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADP-15	POLITICAL ACTION COMMITTEE PAC GOOD GOVERNMENT FUND		RECORDS OF THE STRUCTURE AND OPERATIONS OF ASI'S POLITICAL ACTION COMMITTEE	LEGAL	ELECTRONIC HARD COPY	CTA	CY	**20 CFR 1.6001 **11 CFR 107.9	**NUSA 34 10A 5 2 **NUSA 34 10A 14
ADP-10	PRESS RELEASES	H	ASI PRESS RELEASES SUBMITTED TO THE MEDIA	HUMAN RESOURCES	ELECTRONIC HARD COPY	LC	CY	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
ADP-03	PROXY STATEMENTS	H	DOCUMENT DISTRIBUTED TO EACH STOCKHOLDER PRIOR TO THE COMPANY'S STOCKHOLDER MEETINGS	LEGAL	HARD COPY	SU + 0 YR	SU	**15 USC 77m **15 USC 78a **15 USC 78b **15 USC 78c	**8 DCA 274
ADP-13	REPORTS - ANNUAL/QUARTERLY	H	ANNUAL AND/OR QUARTERLY REPORTS ISSUED TO SHAREHOLDERS	LEGAL	HARD COPY	LC	SU	RETENTION NOT SPECIFIED BBJ	**8 DCA 274

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BU - SUPERSEDE DORSAL ETE

MASTER RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD NAME	RECORD DESCRIPTION	RECORD SERIES	OFFICE OF RECORD	MEDIA	OFFICE OF RECORD	COPY LOCATION	RECORD CITATIONS	STATE CITATIONS
CORPORATE									
A08-17	SECURITIES & EXCHANGE COMMISSION REGISTRATION PROSPECTUS PRELIMINARY PROSPECTUS FINAL REGISTRATION STATEMENTS FORM 1'S (AMENDMENTS) LISTING APPLICATIONS	DOCUMENTATION OF THE REGISTRATION OF COMPANY SECURITIES WITH THE SEC		LEGAL	ELECTRONIC HARD COPY	AE • CTA	AR	17 CFR 230.278 20 USC 1027 15 USC 77m 15 USC 78a 15 USC 78b 15 USC 78c	RETENTION NOT SPECIFIED
A08-08	SECURITIES & EXCHANGE COMMISSION REPORTS 10K 10Q 11K BK	PERIODIC REPORTS SUBMITTED TO THE SEC PURSUANT TO THE SECURITIES & EXCHANGE ACTS OF 1933 & 1934		LEGAL	HARD COPY	SU • CTA	SU	20 USC 1027 15 USC 77m 15 USC 78a 15 USC 78b 15 USC 78c	RETENTION NOT SPECIFIED
	SHAREHOLDER ANNUAL MEETINGS MINUTES AGENDAS	RECORDS DOCUMENTING THE COMPANY'S SHAREHOLDER MEETINGS. INCLUDES MINUTES AND OTHER DOCUMENTATION OF THE MEETING.	H	LEGAL	ELECTRONIC HARD COPY	LC	SU	15 CFR 801.2	8 DCA 224
A08-18	STOCKS ABANDONED OR ESCHATED	RECORDS OF ABANDONED OR ESCHATED ASH STOCK		LEGAL	HARD COPY	CTA	Alt	20 CFR 1.601	17, 24 54 10A 512 NUSA 54 10A 14 1
HUMAN RESOURCES									
A14-09	ADVERTISING	RECORDS OF ADVERTISING OF EMPLOYMENT OPPORTUNITIES AVAILABLE AT ASH		HUMAN RESOURCES	ELECTRONIC HARD COPY	2 YR	1 YR	20 CFR 1027.3	RETENTION NOT SPECIFIED
A14-10	AFFIRMATIVE ACTION PLANS	DOCUMENTATION OF THE COMPANY'S AFFIRMATIVE ACTION PLAN		HUMAN RESOURCES	ELECTRONIC HARD COPY	SU • 5 YR	SU	20 CFR 30.8	RETENTION NOT SPECIFIED
A14-07	EMPLOYEE BENEFIT PLANS SUMMARY PLAN DESCRIPTION TRUST PLANS STOCK OWNERSHIP PLANS AMENDMENTS FLEXIBLE SPENDING ACCOUNT PLANS INSURANCE PLANS	RECORDS DOCUMENTING THE ESTABLISHMENT AND MAINTENANCE OF VARIOUS ASH EMPLOYEE BENEFIT PLANS. INCLUDES PLAN DOCUMENTS, AMENDMENTS, SUMMARY PLAN DESCRIPTIONS, ETC	V	BENEFITS	ELECTRONIC HARD COPY	AE • CTA	AE	20 CFR 1.601 20 CFR 1.414(f) 1 20 CFR 1.414(f) 1 20 USC 1113 20 USC 1451 20 USC 1037 20 USC 1059 20 CFR 2017.23 20 CFR 1027.3	NUSA 54 10A 512 NUSA 54 10A 14 1 NUSA 2A 14 1 NUSA 2A 14 2
A14-05	EMPLOYEE BENEFITS DATABASES AND REPORTS ABRA 200 PRISM	DATABASES AND REPORTS GENERATED FROM THE DATA USED TO MAINTAIN AND TRACK THE STATUS OF BENEFITS FOR EMPLOYEES OF ASH INCLUDES ACTIVE AND RETIRED EMPLOYEES		BENEFITS	ELECTRONIC HARD COPY	AE • CTA	SU	20 CFR 1.601 20 CFR 1.414(f) 1 20 CFR 1.414(f) 1 20 USC 1113 20 USC 1451 20 USC 1037 20 USC 1059 20 CFR 2017.23 20 CFR 1027.3 REV PROC 9159	NUSA 54 10A 512 NUSA 54 10A 14 1 NUSA 2A 14 2

* DENOTES RETENTION CITATIONS
 * DENOTES STATUTORY CITATIONS
 RECORD RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY.
 AE - AFTER EXPIRATION
 AR - ANNUAL REVIEW
 AT - AFTER TERMINATION
 BP - BEST AVAILABLE
 CY - CURRENT YEAR
 LC - LIFE OF CORPORATION
 BL - BALANCE
 BT - RETIREMENT
 PB - FINAL SUPPLEMENT

3 24 18 PM 11/19

BU - SUPERSEDED/OBSOLETE

RECORD LOCATION	RECORD SUBJECT NAME	VITAL HISTORICAL	RECORD SERIES DESCRIPTION	OFFICE OF RECORD	MEDIA	ONLINE RECORD RETENTION	COPY FOR OTHER RETENTION	FEDERAL CITATIONS	STATE CITATIONS
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A14-01	EMPLOYEE FILES EMPLOYMENT APPLICATION RESUME BACKGROUND CHECKS W-4S CONFIDENTIALITY AGREEMENT V-9 PERFORMANCE APPRAISALS MRA CHANGE STATUS FORMS PERFORMANCE COUNSELING		FILE CONTAINING PERSONNEL RELATED DATA FOR PERSONS EMPLOYED BY ASI MAY INCLUDE EMPLOYMENT APPLICATION, RESUME, CONFIDENTIALITY AGREEMENT, V-9S, PERFORMANCE APPRAISALS, MRA CHANGE STATUS FORMS, DOCUMENTATION ON PERFORMANCE PROBLEMS, JOB DESCRIPTIONS AND CHANGES IN JOB ASSIGNMENT	HUMAN RESOURCES	ELECTRONIC HARD COPY	AT * 3YR	AT	*20 CFR 1020.32 *20 CFR 1027.3 *20 CFR 1027.14 *20 CFR 1027.21 *20 CFR 1027.4 *20 CFR 510.3 *20 CFR 510.5 *20 CFR 510.6 *20 CFR 1020.33	*NJAC 12-10.5 *NJAC 12-10.5 *NJSA 2A-14.1 *NJSA 2A-14.2
A14-03	EMPLOYEE FILES/PENSIONS ELECTION OF JOINT & SURVIVOR OPTION PAYMENT CALCULATIONS PAID COLLECTION FORMS SPOUSAL CONSENT VITAL STATISTIC PROOF DOCUMENTATION PENSION FORMS TERM DEFERRED VESTED LITTLER NOTICE/RELIABILITY FORMS SALARY HISTORY WITHDRAWAL FORMS QUALIFIED DOMESTIC RELATIONS BENEFIT STATEMENTS CHANGE OF ADDRESS REQUESTS FOR INFORMATION		DOCUMENTATION OF THE PARTICIPATION OF ASI'S EMPLOYEES IN COMPANY PENSION PLANS, MAY INCLUDE BENEFICIARY DESIGNATIONS, AUTHORIZATION FOR PAYROLL DEDUCTIONS, INFORMATION ON QUALIFIED DOMESTIC RELATIONS ORDERS, WITHDRAWAL AND LOAN DOCUMENTATION, AND ANY CORRESPONDENCE BETWEEN THE EMPLOYEE AND THE COMPANY CONCERNING THEIR PARTICIPATION IN THE PENSION PLAN AND ANY ACTION TAKEN RELATED TO THAT PARTICIPATION.	BENEFITS	ELECTRONIC HARD COPY	AE * CIA	AE	*20 CFR 1001 *20 CFR 1001.32 *20 CFR 1001.61 *20 CFR 1001.62 *20 CFR 1001.63 *20 CFR 1001.64 *20 CFR 1001.65 *20 CFR 1001.66 *20 CFR 1001.67 *20 CFR 1001.68 *20 CFR 1001.69 *20 CFR 1001.70 *20 CFR 1001.71 *20 CFR 1001.72 *20 CFR 1001.73 *20 CFR 1001.74 *20 CFR 1001.75 *20 CFR 1001.76 *20 CFR 1001.77 *20 CFR 1001.78 *20 CFR 1001.79 *20 CFR 1001.80 *20 CFR 1001.81 *20 CFR 1001.82 *20 CFR 1001.83 *20 CFR 1001.84 *20 CFR 1001.85 *20 CFR 1001.86 *20 CFR 1001.87 *20 CFR 1001.88 *20 CFR 1001.89 *20 CFR 1001.90 *20 CFR 1001.91 *20 CFR 1001.92 *20 CFR 1001.93 *20 CFR 1001.94 *20 CFR 1001.95 *20 CFR 1001.96 *20 CFR 1001.97 *20 CFR 1001.98 *20 CFR 1001.99 *20 CFR 1002.01 *20 CFR 1002.02 *20 CFR 1002.03 *20 CFR 1002.04 *20 CFR 1002.05 *20 CFR 1002.06 *20 CFR 1002.07 *20 CFR 1002.08 *20 CFR 1002.09 *20 CFR 1002.10 *20 CFR 1002.11 *20 CFR 1002.12 *20 CFR 1002.13 *20 CFR 1002.14 *20 CFR 1002.15 *20 CFR 1002.16 *20 CFR 1002.17 *20 CFR 1002.18 *20 CFR 1002.19 *20 CFR 1002.20 *20 CFR 1002.21 *20 CFR 1002.22 *20 CFR 1002.23 *20 CFR 1002.24 *20 CFR 1002.25 *20 CFR 1002.26 *20 CFR 1002.27 *20 CFR 1002.28 *20 CFR 1002.29 *20 CFR 1002.30 *20 CFR 1002.31 *20 CFR 1002.32 *20 CFR 1002.33 *20 CFR 1002.34 *20 CFR 1002.35 *20 CFR 1002.36 *20 CFR 1002.37 *20 CFR 1002.38 *20 CFR 1002.39 *20 CFR 1002.40 *20 CFR 1002.41 *20 CFR 1002.42 *20 CFR 1002.43 *20 CFR 1002.44 *20 CFR 1002.45 *20 CFR 1002.46 *20 CFR 1002.47 *20 CFR 1002.48 *20 CFR 1002.49 *20 CFR 1002.50 *20 CFR 1002.51 *20 CFR 1002.52 *20 CFR 1002.53 *20 CFR 1002.54 *20 CFR 1002.55 *20 CFR 1002.56 *20 CFR 1002.57 *20 CFR 1002.58 *20 CFR 1002.59 *20 CFR 1002.60 *20 CFR 1002.61 *20 CFR 1002.62 *20 CFR 1002.63 *20 CFR 1002.64 *20 CFR 1002.65 *20 CFR 1002.66 *20 CFR 1002.67 *20 CFR 1002.68 *20 CFR 1002.69 *20 CFR 1002.70 *20 CFR 1002.71 *20 CFR 1002.72 *20 CFR 1002.73 *20 CFR 1002.74 *20 CFR 1002.75 *20 CFR 1002.76 *20 CFR 1002.77 *20 CFR 1002.78 *20 CFR 1002.79 *20 CFR 1002.80 *20 CFR 1002.81 *20 CFR 1002.82 *20 CFR 1002.83 *20 CFR 1002.84 *20 CFR 1002.85 *20 CFR 1002.86 *20 CFR 1002.87 *20 CFR 1002.88 *20 CFR 1002.89 *20 CFR 1002.90 *20 CFR 1002.91 *20 CFR 1002.92 *20 CFR 1002.93 *20 CFR 1002.94 *20 CFR 1002.95 *20 CFR 1002.96 *20 CFR 1002.97 *20 CFR 1002.98 *20 CFR 1002.99 *20 CFR 1003.01 *20 CFR 1003.02 *20 CFR 1003.03 *20 CFR 1003.04 *20 CFR 1003.05 *20 CFR 1003.06 *20 CFR 1003.07 *20 CFR 1003.08 *20 CFR 1003.09 *20 CFR 1003.10 *20 CFR 1003.11 *20 CFR 1003.12 *20 CFR 1003.13 *20 CFR 1003.14 *20 CFR 1003.15 *20 CFR 1003.16 *20 CFR 1003.17 *20 CFR 1003.18 *20 CFR 1003.19 *20 CFR 1003.20 *20 CFR 1003.21 *20 CFR 1003.22 *20 CFR 1003.23 *20 CFR 1003.24 *20 CFR 1003.25 *20 CFR 1003.26 *20 CFR 1003.27 *20 CFR 1003.28 *20 CFR 1003.29 *20 CFR 1003.30 *20 CFR 1003.31 *20 CFR 1003.32 *20 CFR 1003.33 *20 CFR 1003.34 *20 CFR 1003.35 *20 CFR 1003.36 *20 CFR 1003.37 *20 CFR 1003.38 *20 CFR 1003.39 *20 CFR 1003.40 *20 CFR 1003.41 *20 CFR 1003.42 *20 CFR 1003.43 *20 CFR 1003.44 *20 CFR 1003.45 *20 CFR 1003.46 *20 CFR 1003.47 *20 CFR 1003.48 *20 CFR 1003.49 *20 CFR 1003.50 *20 CFR 1003.51 *20 CFR 1003.52 *20 CFR 1003.53 *20 CFR 1003.54 *20 CFR 1003.55 *20 CFR 1003.56 *20 CFR 1003.57 *20 CFR 1003.58 *20 CFR 1003.59 *20 CFR 1003.60 *20 CFR 1003.61 *20 CFR 1003.62 *20 CFR 1003.63 *20 CFR 1003.64 *20 CFR 1003.65 *20 CFR 1003.66 *20 CFR 1003.67 *20 CFR 1003.68 *20 CFR 1003.69 *20 CFR 1003.70 *20 CFR 1003.71 *20 CFR 1003.72 *20 CFR 1003.73 *20 CFR 1003.74 *20 CFR 1003.75 *20 CFR 1003.76 *20 CFR 1003.77 *20 CFR 1003.78 *20 CFR 1003.79 *20 CFR 1003.80 *20 CFR 1003.81 *20 CFR 1003.82 *20 CFR 1003.83 *20 CFR 1003.84 *20 CFR 1003.85 *20 CFR 1003.86 *20 CFR 1003.87 *20 CFR 1003.88 *20 CFR 1003.89 *20 CFR 1003.90 *20 CFR 1003.91 *20 CFR 1003.92 *20 CFR 1003.93 *20 CFR 1003.94 *20 CFR 1003.95 *20 CFR 1003.96 *20 CFR 1003.97 *20 CFR 1003.98 *20 CFR 1003.99 *20 CFR 1004.01 *20 CFR 1004.02 *20 CFR 1004.03 *20 CFR 1004.04 *20 CFR 1004.05 *20 CFR 1004.06 *20 CFR 1004	

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ISU - SUPERSEDE OBSOLETE

MASTER RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD BUSINESS NAME	VITAL/HISTORICAL	RECORD SERIES DESCRIPTION	OFFICE OF RECORD	MEDIA	OPR BOP RECORD RETENTION	COPY HOLDING RETENTION	FEDERAL CITATIONS	STATE CITATIONS
HUMAN RESOURCES									
A14-131	GOVERNMENT EMPLOYMENT REPORTS EEO-1 EEO-2 VET REPORTS		INCLUDES EEO-1, EEO-2 AND VETERAN REPORTS ALONG WITH RECORDS NECESSARY TO COMPLETE THE REPORTS.	HUMAN RESOURCES	ELECTRONIC HARDCOPY	SU * 1 YR	SU	*20 CFR 1602.12 *20 CFR 1602.13 *20 CFR 1602.20 *20 CFR 1602.21	RETENTION NOT SPECIFIED
A14-14	1-3 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS		IMMIGRATION FORM REQUIRED BY THE GOVERNMENT TO BE COMPLETED BY EACH NEW EMPLOYEE HIRED BY ASI.	HUMAN RESOURCES	HARD COPY	AT * 3 YR	AT	*8 CFR 214.43 *9 USC 1324a(b)(3)	RETENTION NOT SPECIFIED
A14-17	JOB DESCRIPTIONS		RECORDS DESCRIBING THE FUNCTIONS AND RESPONSIBILITIES OF EACH POSITION AT ASI.	HUMAN RESOURCES	ELECTRONIC HARDCOPY	SU * 2 YR	SU	*20 CFR 1602.14 *20 CFR 1620.33 *20 CFR 1620.33	RETENTION NOT SPECIFIED
A14-18	POLICIES & PROCEDURES		RECORDS DOCUMENTING THE COMPANY'S HUMAN RESOURCE POLICIES AND PROCEDURES. MAY INCLUDE POLICIES SUCH AS TUITION REIMBURSEMENT, RELOCATION POLICIES, CODE OF BUSINESS CONDUCT AND CONFLICT OF INTEREST, ETC.	HUMAN RESOURCES	ELECTRONIC HARDCOPY	SU * 8 YR	SU	*20 CFR 1620.33 *20 CFR 1620.33	RETENTION NOT SPECIFIED
A14-19	SALARY/BONUS COMPENSATION PLANS		INFORMATION ON EMPLOYEE SALARY & BONUS COMPENSATION PLANS. MAY INCLUDE SALARY SURVEYS, RANKINGS, INCENTIVE PLANS, TMT PAYOUTS, ETC.	HUMAN RESOURCES	ELECTRONIC HARDCOPY	SU 3 YR	SU	*20 CFR 1620.32 *20 CFR 510.2 *20 CFR 510.3 *20 CFR 510.5 *20 CFR 510.6 *20 CFR 1620.33	*NJAC 12.10.5.2 *NJAC 12.10.5.1 *NJSA 2A 14.2
A14-20	W-4s		IRS EXEMPTION FORMS COMPLETED BY ASI EMPLOYEES.	HUMAN RESOURCES		AT * CTA	SU	*20 CFR 1.6001 *20 CFR 31.6001.5	RETENTION NOT SPECIFIED
LEGAL									
A17-1	ACQUISITIONS & MERGERS ENVIRONMENTAL DUE DILIGENCE ASSESSMENTS	V H	RECORDS DOCUMENTING ANY ASI ACQUISITIONS AND MERGERS.	LEGAL M3	ELECTRONIC HARDCOPY	LC	AR	RETENTION NOT SPECIFIED BBJ	*8 DCA 274 *NJSA 12A 2.7.2 *NJSA 12A 14.1
A17-10	CLAIMS/DISPUTES - EMPLOYMENT EEO CLAIMS DISCRIMINATION CLAIMS WRONGFUL TERMINATION CLAIMS		INCLUDES DOCUMENTATION OF FEDERAL AND/OR STATE EMPLOYMENT DISCRIMINATION CHARGES MADE AGAINST THE COMPANY.	HUMAN RESOURCES	ELECTRONIC HARDCOPY	ST * 2 YR	ST	*42 USC 2000e (b)(1) *20 CFR 1602.14 *20 CFR 1627.3	RETENTION NOT SPECIFIED
A17-21	CLAIMS/DISPUTES - ENVIRONMENTAL REMEDIAL ACTIONS SUPERFUND CLAIMS CONTAMINATION CLAIMS		RECORDS OF ENVIRONMENTAL DISPUTES INVOLVING ASI OR ITS AFFILIATES.	LEGAL RISK MGMT	ELECTRONIC HARDCOPY	LC	ST	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-20	CLAIMS/DISPUTES - INS (AGAINST INS COMPANIES)		RECORDS OF CLAIMS AGAINST INSURANCE COMPANIES.	LEGAL RISK MGMT	ELECTRONIC HARDCOPY	ST * LC	ST	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ

* DENOTES RETENTION CITATIONS
** DENOTES STATUTORY CITATIONS
RECORDS RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY.
CC - COMPLETION OF CONTRACT
LA - LIFE OF ASSET
LC - LIFE OF CORPORATION
CTA - COMPLETION OF TALE ACQUISITION
C - CORRECTION
PB - FINAL SUPPLEMENT

BU - SUPERSEDED OR SOLICIT

RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD SERIES NAME	VITAL/HISTORICAL	RECORD SERIES DESCRIPTION	OFFICE OF RECORD	MEDIA	OFFICE RECORD RETENTION	COPY HOLDING RETENTION	RECEIVAL CITATIONS	STATUS CITATIONS
A17-32	CLAIMS/SPUTES - INS (COVERED BY INS)		RECORDS OF CLAIMS AND DISPUTES COVERED BY INSURANCE	LEGAL RISK MGMT	ELECTRONIC HARD COPY	ST * CTA	ST	78 CFR 1.6001	**NISA 34 10A 5 **NISA 34 10A 1
A17-33	CLAIMS/SPUTES - UNINSURED		RECORDS OF UNINSURED CLAIMS AND DISPUTES	LEGAL RISK MGMT	ELECTRONIC HARD COPY	ST * CTA	ST	78 CFR 1.6001	**NISA 34 10A 5 **NISA 34 10A 1
A17-09	CLAIMS/SPUTES - WORKERS COMPENSATION		WORKERS COMPENSATION CLAIMS AND RELATED DOCUMENTATION	LEGAL	ELECTRONIC HARD COPY	ST * 3 YR	ST	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-22	COMPLIANCE - ANTI-TRUST		RECORDS DOCUMENTING THE ESTABLISHMENT AND ADHERENCE TO COMPANY ANTI-TRUST COMPLIANCE PROGRAMS	LEGAL	ELECTRONIC HARD COPY	SU * 10 YR	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-30	COMPLIANCE - ENVIRONMENTAL		RECORDS DOCUMENTING ENFORCEMENT ACTIONS/COMPLIANCE PROCEEDINGS WITH LOCAL, STATE AND FEDERAL AGENCIES	LEGAL	ELECTRONIC HARD COPY	SU * 10 YR	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-11	COMPLIANCE - GOVERNMENT		DOCUMENTATION OF ASIS COMPLIANCE WITH GOVERNMENTAL AGENCY REQUIREMENTS	ORIGINATING DEPARTMENT	ELECTRONIC HARD COPY	SU * 3 YR	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-25	CONTRACTS - CONSTRUCTION		AGREEMENTS WITH CONTRACTORS AND/OR SUB CONTRACTORS FOR CONSTRUCTION OF OR IMPROVEMENTS TO A BUILDING. COULD INCLUDE LOT IMPROVEMENTS	LEGAL	ELECTRONIC HARD COPY	LA * CTA	CC	RETENTION NOT SPECIFIED BBJ	**NISA 2A 14 1
A17-18	CONTRACTS - DRAFTS		DRAFT COPIES OF ANY BUSINESS CONTRACTS	LEGAL	ELECTRONIC HARD COPY	SU	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-17	CONTRACTS - EMPLOYMENT		AGREEMENTS BETWEEN ASIS AND AN INDIVIDUAL THAT OUTLINES THE TERMS OF EMPLOYMENT	HUMAN RESOURCES	ELECTRONIC HARD COPY	AT * 3 YR	AT	78 CFR 1.602 14 78 CFR 1.620 33	**NISA 2A 14 1 **NISA 2A 14 2
A17-11	CONTRACTS - ENVIRONMENTAL		RECORDS DOCUMENTING AGREEMENTS FOR ENVIRONMENTAL SERVICES	LEGAL	ELECTRONIC HARD COPY	CC * 8 YR	CC	RETENTION NOT SPECIFIED BBJ	**NISA 2A 14 1 **NISA 12A 2 2
A17-13	CONTRACTS - NOT OTHERWISE CLASSIFIED		INCLUDES BUSINESS CONTRACTS BETWEEN ASIS AND OUTSIDE PARTIES THAT ARE NOT OTHERWISE CLASSIFIED	LEGAL, MS	ELECTRONIC HARD COPY	CC * CTA	CC	RETENTION NOT SPECIFIED BBJ	**NISA 2A 14 1 **NISA 12A 2 2
A17-23	DISPOSITIONS SALES AGREEMENTS BILLS OF SALE ENVIRONMENTAL DUE DILIGENCE ASSESSMENTS		RECORDS DOCUMENTING THE DISPOSITION BY ASIS OF ANY OPERATING UNIT, SUBSIDIARIES OR OTHER ENTITY	LEGAL	ELECTRONIC HARD COPY	LC	AR	78 CFR 1.6001	**NISA 34 10A 5 **NISA 34 10A 1A **NISA 2A 14 1 **NISA 12A 2 2

* DENOTES RETENTION CITATIONS
 ** DENOTES STATUTORY CITATIONS
 RECORD RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY:
 AE - AFTER EXPIRATION
 AN - ANNUAL REVIEW
 CY - CURRENT YEAR
 DE - DESTRUCTION
 DE - BEST BUSINESS JUDGEMENT
 DE - FINAL SUPPLEMENT
 DE - SETTLEMENT
 DE - SALE
 DE - LIFE OF CORPORATION
 DE - LIFE OF ASSET
 DE - COMPLETION OF CONTRACT
 DE - COMPLETION OF TAX AUDIT
 DE - SETTLEMENT

WASTELAND RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD SERIES NAME	WASTELAND HISTORICAL	RECORD SERIES DESCRIPTION	OFFICE OF RECORDS	MEDIA	OFFICE OF RECORDS RETENTION	COPY POLICY	FEDERAL CITATIONS	STATE CITATIONS
A17-29	ENVIRONMENTAL AUDITS		RECORDS OF ANY INTERNAL ENVIRONMENTAL AUDITS CONDUCTED BY THE COMPANY	LEGAL	ELECTRONIC HARD COPY	SU	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-27	GOVERNMENTAL AGENCY INSPECTION REPORTS/SCORES		DOCUMENTATION OF INSPECTION REPORTS AND RELATED CORRESPONDENCE FROM GOVERNMENTAL ENVIRONMENTAL AGENCIES	LEGAL	ELECTRONIC HARD COPY	SU • 8 YR	CT	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-07	LITIGATION CORRESPONDENCE, DRAFTS & DISCOVERY		DOCUMENTATION OF GENERAL CORRESPONDENCE, DRAFTS OF PLEADINGS AND DISCOVERY DATA FOR LITIGATION INVOLVING ASL	LEGAL	ELECTRONIC HARD COPY	ST • CTA	ST	*28 CFR 1.6001 *28 CFR 1.401.12	RETENTION NOT SPECIFIED
A17-04	LITIGATION PLEADINGS & SUBPOENAS		OFFICIAL COURT PLEADINGS FROM CASES INVOLVING ASL	LEGAL	ELECTRONIC HARD COPY	ST • CTA	ST	*28 CFR 1.6001 *28 CFR 1.401.12	RETENTION NOT SPECIFIED
A17-03	NON-DISCLOSURE AGREEMENTS		AGREEMENTS WITH CORPORATIONS OR ORGANIZATIONS WHICH FORBID THE DISCLOSURE OF PROPRIETARY OR CONFIDENTIAL INFORMATION	LEGAL	ELECTRONIC HARD COPY	CC • 8 YR	LC	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED
A17-10	OPINIONS	H	LEGAL OPINIONS OF ASL CORPORATE AND/OR OUTSIDE COUNSEL ON ISSUES AFFECTING THE COMPANY	LEGAL	ELECTRONIC HARD COPY	LC	AR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-02	PATENTS PATENT APPLICATION LETTERS PATENT	V	DOCUMENTATION SUPPORTING PATENTS OBTAINED BY ASL INCLUDES PATENT APPLICATIONS WITH BACKUP DATA AS WELL AS ACTUAL PATENTS ISSUED	LEGAL	ELECTRONIC HARD COPY	LC	AE	35 USC 154 BBJ	RETENTION NOT SPECIFIED
A17-26	PERMITS/LICENSES		PERMITS AND/OR LICENSES OBTAINED BY THE COMPANY IN THE COURSE OF BUSINESS	ORIGINALS DEPARTMENT	HARD COPY	AE • CTA	AE	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-24	REAL ESTATE DEEDS BURLEASES LEASES EASEMENTS TITLE PAPERS SURVEYS ENVIRONMENTAL DUE DILIGENCE ASSESSMENTS	V	RECORDS DOCUMENTING PURCHASE AND/OR LEASE OF REAL ESTATE INCLUDES DEEDS, TITLE DOCUMENTS, BURLEASES, LEASES, EASEMENTS, TITLE PAPERS, SURVEYS, ENVIRONMENTAL DUE DILIGENCE ASSESSMENTS	LEGAL	ELECTRONIC HARD COPY	LC	SL	*28 CFR 1.6001 *28 CFR 1.401.12	*28 CFR 1.6001 *28 CFR 1.401.12
A17-12	REFERENCE		INFORMATION AND RECORDS USED BY PERSONNEL IN ASL'S LEGAL DEPARTMENT TO PERFORM THEIR DAY-TO-DAY RESPONSIBILITIES	LEGAL	ELECTRONIC HARD COPY	SU	AR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-28	REMEDIATION DOCUMENTATION		RECORDS DOCUMENTING ANY AMERICAN STANDARD ENVIRONMENTAL REMEDIATION EFFORTS	LEGAL	ELECTRONIC HARD COPY	LC	CC	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ

* DENOTES RETENTION CITATIONS
 ** DENOTES STATUTORY CITATIONS
 RECORD RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY:
 AE - AFTER EXPIRATION
 AR - ANNUAL REVIEW
 AT - AFTER TERMINATION
 BBJ - BE ST BUSINESSES JUDGEMENT
 CC - COMPLETION OF CONTRACT
 CTA - COMPLETION OF TAX AUDIT
 CY - CURRENT YEAR
 F8 - FINAL SETTLEMENT

SU SUPERSEDED/ OBSOLETE

MASTER RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD SERIES NAME	VITAL HISTORICAL	RECORD SERIES DESCRIPTION	OFFICE OF RECORD RETENTION	MEDIA	OFFICE OF RECORD RETENTION	COPY HOLDING RETENTION	FEDERAL CITATIONS	STATE CITATIONS
LEGAL									
A17-01	TRADEMARK - OPPOSITIONS		DOCUMENTATION OF ASIS PURSUIT IN OPPOSITION TO THE PROPOSED REGISTRATION BY OTHER COMPANIES, OF MARKS THAT COULD BE CONSTRUED TO CAUSE CONFUSION AND/OR INFRINGE UPON ASIS'S MARKS.	LEGAL	ELECTRONIC HARD COPY	ST - LA	ST	35 USC 280	RETENTION NOT SPECIFIED
A17-01	TRADEMARK - REGISTRATIONS TRADEMARK APPLICATION TRADEMARK REGISTRATION AFFIDAVIT OF CONTINUED USE SECTION 8 AFFIDAVITS SECTION 15 AFFIDAVITS	V H	DOCUMENTATION OF THE REGISTRATION OF ASIS'S U.S. AND FOREIGN TRADEMARKS	LEGAL	ELECTRONIC HARD COPY	LC	AE	28 CFR 1.6001 28 CFR 1.177.1 15 USC 1058	RETENTION NOT SPECIFIED
A17-08	TRADEMARK - SEARCHES		DOCUMENTATION OF SEARCHES DONE TO CHECK ON THE AVAILABILITY OF SPECIFIC MARKS ASI MAY WANT TO REGISTER	LEGAL	ELECTRONIC HARD COPY		1 YR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A17-14	TRADEMARK/PATENT - INFRINGEMENTS CEASE AND DESIST LETTERS		DOCUMENTATION OF ASIS REQUESTS TO OTHER COMPANIES FOR THEM TO CEASE AND DESIST USE OF ASIS REGISTERED MARKS. ALSO MAY INCLUDE ALLEGATIONS BY OTHERS THAT ASIS IS INFRINGING ON THEIR MARKS.	LEGAL	ELECTRONIC HARD COPY	ST - LA	ST	35 USC 280	"NUSA 2A 14.1
A17-18	WASTE DISPOSAL MANIFESTS		MANIFESTS OF THE TRANSPORTATION OF HAZARDOUS WASTE	LEGAL OPERATING SITES	HARD COPY	FS - 3 YR	FS	40 CFR 262.40	DEFAULT TO FEDERAL CITE BBJ
PAYROLL									
A11-12	BENEFIT DEDUCTIONS		RECORDS OF EMPLOYEE CONTRIBUTIONS TO COMPANY BENEFIT PLANS	PAYROLL	ELECTRONIC HARD COPY	CTA	1 YR	28 CFR 1.6001 28 CFR 31.23401(A) 1 28 CFR 31.6001 28 CFR 1027.3 28 CFR 510.5 28 CFR 510.6	"NJAC 12.10.5.2 "NJAC 12.50.4.4 "NUSA 43.21.52 "NUSA 54.10A.14 "NUSA 54.10A.5.1
A11-13	CHARITABLE CONTRIBUTIONS		RECORDS OF EMPLOYEE CHARITABLE CONTRIBUTIONS MADE THROUGH PAYROLL DEDUCTIONS	PAYROLL	ELECTRONIC HARD COPY	CTA	1 YR	28 CFR 1.6001	"NUSA 54.10A.5.1 "NUSA 54.10A.14
A11-02	CHECKS - CANCELED - PAYROLL		CANCELED EMPLOYEE PAYROLL CHECKS	PAYROLL	MICROFICHE	CTA	CV	28 CFR 1.6001 28 CFR 31.23401(A) 1 28 CFR 31.6001 28 CFR 1027.3 28 CFR 510.5 28 CFR 510.6	"NUSA 54.10A.5.1 "NUSA 54.10A.14 "NUSA 54.11.4.8 "NJAC 12.10.5.2 "NJAC 12.10.5.1 "NJAC 12.50.4.4
A11-08	GARNISHMENTS IRS LEVYS		RECORDS OF STATE GARNISHMENTS AND FEDERAL AND/OR STATE TAX LEVYS AGAINST AN EMPLOYEE'S WAGES	PAYROLL	ELECTRONIC HARD COPY	ST - CTA	ST	28 CFR 1.6001	"NUSA 54.10A.5.1 "NUSA 54.10A.14

* DENOTES RETENTION CITATIONS

** DENOTES STATUTORY CITATIONS

RECORD RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY

AE - AFTER EXPIRATION

AT - AFTER REVIEW

BBJ - BEST BUSINESS JUDGEMENT

BS - BEST BUSINESS JUDGEMENT

CT - CURRENT YEAR

CV - FINAL SETTLEMENT

FS - FINAL SETTLEMENT

LA - LIFE OF ASSET

LC - LIFE OF CORPORATION

SL - SALE

ST - SETTLEMENT

SU - SUPERSEDED OBSOLETE

PAYROLL

RECORD CODE	RECORD SERIES NAME	MTAU HISTORICAL	RECORD SERIES DESCRIPTION	OFFICE OF RECORD	MEDIA	CHRG OF TABLED RETENTION	COPY HOLDING RETENTION	FEDERAL STATES	STATUS CITIZEN
A11-13	MOVING EXPENSE PAYMENTS		RECORDS OF THE REIMBURSEMENT OF EMPLOYEE MOVING EXPENSES	CORP ACCOUNTING	ELECTRONIC HARD COPY	CIA	1 YR	28 CFR 1.6001 28 CFR 31.3401(A) 1 28 CFR 31.6001 28 CFR 1827.3 28 CFR 518.5 28 CFR 518.8	*NUSA 34.10A.5 *NUSA 34.10A.1
A11-28	PAYROLL ADJUSTMENT REPORTS		REPORTS PROVIDING COMPARISONS AND ADJUSTMENTS OF THE PAYROLL ACCOUNTING FUNCTIONS	PAYROLL	ELECTRONIC HARD COPY	CIA	1 YR	28 CFR 1.6001 28 CFR 31.3401(A) 1 28 CFR 31.6001 28 CFR 1827.3 28 CFR 518.5 28 CFR 518.8	*NUSA 34.10A.5 *NUSA 34.10A.1
A11-07	PAYROLL REGISTERS	V	RECORDS OF ALL EMPLOYEES EARNINGS	PAYROLL	ELECTRONIC HARD COPY	LC	1 YR	28 CFR 1.6001 28 CFR 31.3401(A) 1 28 CFR 31.6001 28 CFR 1827.3 28 CFR 518.5 28 CFR 518.8	*NUSA 34.10A.5 *NUSA 34.10A.1
A11-01	PENSION PAYMENT REGISTERS		RECORDS OF BENEFIT PAYMENTS MADE TO EMPLOYEES AS A RESULT OF PARTICIPATION IN COMPANY PENSION PLANS. INCLUDES INFORMATION ON DEDUCTIONS WITHHELD FROM THE PAYMENT.	PAYROLL	ELECTRONIC HARD COPY	CIA	1 YR	28 CFR 1.6001 28 CFR 31.3401(A) 1 28 CFR 31.6001 28 CFR 1827.3 28 CFR 518.5 28 CFR 518.8	*NUSA 34.10A.5 *NUSA 34.10A.1 *NUSA 2A.14.2
A11-08	TIME RECORDS		RECORDS OF TIME WORKED BY HOURLY COMPENSATED EMPLOYEES.	PAYROLL	ELECTRONIC HARD COPY	5 YR	1 YR	28 CFR 518.8	*NJAC 12.16.5
A11-06	UNEMPLOYMENT/ABILITY PAYROLL RECORDS		RECORDS OF FEDERAL AND STATE UNEMPLOYMENT TAX CONTRIBUTIONS.	BENEFITS ACCTG	ELECTRONIC HARD COPY MICROFILME	CIA	1 YR	28 CFR 1.6001 28 CFR 31.3401(A) 1 28 CFR 31.6001 28 CFR 1827.3 28 CFR 518.5 28 CFR 518.8	*NUSA 34.10A.5 *NUSA 34.10A.1 *NUSA 34.11.4 *NJAC 12.16.5 *NJAC 12.16.5 *NJAC 12.56.4

RISK MANAGEMENT

A22.01	APPRAISALS		RISK ASSESSMENT REPORTS ISSUED ON AMERICAN STANDARD COMPANIES FACILITIES BY INSURERS	RISK MGMT	HARD COPY	LA	AR	RETENTION NOT SPECIFIED BBJ	RETENTION N/A SPECIFIED BBJ
A22.05	CERTIFICATES OF INSURANCE		CERTIFICATES SHOWING PROOF OF INSURANCE	RISK MGMT	HARD COPY	SU * 8 YR	SU	RETENTION NOT SPECIFIED BBJ	RETENTION N/A SPECIFIED BBJ
A22.08	INSURANCE COVERAGE DISPUTES		RECORDS DOCUMENTING ISSUES OF INSURANCE COVERAGE DISPUTES	RISK MGMT	ELECTRONIC HARD COPY	LC	ST	RETENTION NOT SPECIFIED BBJ	RETENTION N/A SPECIFIED BBJ

DE NOTES RETENTION CITATIONS
DE NOTES STATUTORY CITATIONS
RECORD RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY.
AC - ANNUAL REVIEW
AT - AFTER TERMINATION
BRI - BRIGHT MOUNTAIN
CC - COMPLETION OF CONTRACT
CIA - COMPLETION OF TAX AUDITS
CY - CURRENT YEAR
F8 - FINAL SETTLEMENT
LA - LIFE OF ASSET
LC - LIFE OF CORPORATION
SL - SALE
BT - SETTLEMENT

651. SUPRESE DE DOB SOLETE

3 35 48 PM 01/03

MASTER RECORDS RETENTION SCHEDULE

RECORD TYPE	RECORD SERIES NAME	VITAL/ HISTORICAL	RECORD SERIES DESCRIPTION	OFFICE OF RECORD	MEDIA	OFFICE OF RECORD RETENTION	COPY MOVER RETENTION	FEDERAL CITATIONS	STATE CITATIONS
RISK MANAGEMENT									
A22-03	INSURANCE POLICIES		POLICIES INSURING AGAINST LOSSES. POLICIES MAY INCLUDE INSURANCE FOR CARGO LOSS, CREDIT INSURANCE, AUTO INSURANCE, DIRECTORS AND OFFICERS LIABILITY, CRIME LOSSES, FIDUCIARY RESPONSIBILITY DAMAGES, ETC. ALSO INCLUDES CORRESPONDENCE AND SUPPORTING DATA RELATED TO THE ISSUANCE OF EACH POLICY.	RISK MGMT	HARD COPY	LC	AE	RETENTION NOT SPECIFIED BBJ	"NISA 2A 14.1
A22-02	LOCATION FILES		DOCUMENTATION OF THE ASSET ACTIVITY AND EXPOSURE TO RISK AND LOSS OF EACH AMERICAN STANDARD COMPANIES LOCATIONS BOTH DOMESTIC AND FOREIGN.	RISK MGMT	ELECTRONIC HARD COPY	AR	AR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
A22-01	REPORTS LOSS RUNS		PERIODIC REPORTS GENERATED DOCUMENTING THE STATUS OF RISK MANAGEMENT ISSUES	RISK MGMT	ELECTRONIC HARD COPY	SU	AR	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
SALES									
A18-02	SALES PROGRAMS		RECORDS DOCUMENTING SALES PROGRAMS IMPLEMENTED BY A/E	PRODUCT DIVISIONS	ELECTRONIC HARD COPY	SU	SU	RETENTION NOT SPECIFIED BBJ	RETENTION NOT SPECIFIED BBJ
TAX									
A12-04	FEDERAL TAX AUDITS	H	RECORDS RELATED TO FEDERAL TAX AUDITS	TAX		LC	1 YR	"26 CFR 1.6001	"NISA 54 10A 5.12 "NISA 54 10A 14.1
A12-01	FEDERAL TAX RETURNS	H	COPIES OF A/E'S FEDERAL TAX RETURNS	TAX	HARD COPY	LC	SU	"26 CFR 1.6001	"NISA 54 10A 5.12 "NISA 54 10A 14.1
A12-02	FEDERAL TAX WORKPAPERS		SUPPORTING DOCUMENTATION USED IN THE PREPARATION OF A/E'S FEDERAL TAX RETURNS	TAX	ELECTRONIC HARD COPY	CTA	1 YR	"26 CFR 1.6001	"NISA 54 10A 5.12 "NISA 54 10A 14.1
A12-03	FOREIGN TAX RETURNS	H	COPIES OF FOREIGN SUBSIDIARY TAX RETURNS	FOREIGN SUBSIDIARIES	HARD COPY	LC	SU	"26 CFR 1.6001	"NISA 54 10A 5.12 "NISA 54 10A 14.1
A12-06	REFERENCE		INCLUDES REFERENCE INFORMATION USED IN THE TAX PREPARATION PROCESS	TAX	ELECTRONIC HARD COPY	SU + CTA	SU	"26 CFR 1.6001	"NISA 54 10A 5.12 "NISA 54 10A 14.1
A12-05	RESEARCH		INCLUDES CORRESPONDENCE RELATING TO SPECIFIC TAX ISSUES THAT MAY EFFECT AS	TAX	ELECTRONIC HARD COPY	SU + CTA	SU	"26 CFR 1.6001	"NISA 54 10A 5.12 "NISA 54 10A 14.1
A12-12	SALE AND USE TAX AUDITS		RECORDS RELATED TO THE AUDITS BY LOCAL AUTHORITIES OF SALES AND USE TAX PAYMENTS.	FIELD LOCATIONS	HARD COPY	LC	1 YR	"26 CFR 1.6001	"NISA 54 10A 5.12 "NISA 54 10A 14.1

* DE NOTES RETENTION CITATIONS
** DE NOTES STATUTORY CITATIONS
RECORD RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY.
CC - COMPLETION OF CONTRACT
LA - LIFE OF ASSET
LC - LIFE OF CORPORATION
CY - CURRENT YEAR
PB - FINAL SETTLEMENT
ST - SETTLEMENT
BT - SETTLEMENT

SU - SUPERSEDED/DISCLOSED ETC

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AMERICAN STANDARD CORPORATE OFFICES STEP RECORDS RETENTION SCHEDULE

RECORD CODE	RECORD SERIES NAME	VITAL HISTORICAL	RECORD SERIES DESCRIPTION	MEDIA	OFFICE OF RECORD RETENTION	COPY HOLDER RETENTION	FEDERAL CITATIONS	STATE CITATION
A17 03	STATE AND LOCAL TAX RETURNS	H	COPIES OF ASSETS STATE & LOCAL RETURNS	HARD COPY	LC	SU	26 CFR 1.6001	"NUSA 34 10A "NUSA 34 10A
A12 04	STATE TAX AUDIT INVESTIGATIONS	H	DOCUMENTATION OF ANY STATE OR LOCAL TAX AUDITS AND/OR INVESTIGATIONS INVOLVING ASB	HARD COPY	LC	1 YR	26 CFR 1.6001	"NUSA 34 10A "NUSA 34 10A

TAX

DE NOTES RETENTION CITATIONS
 DE NOTES STATUTORY CITATIONS
 RECORD RETENTION EVENT CODES - ALL RETENTION PERIODS ARE IN ADDITION TO THE CURRENT YEAR UNLESS NOTED AS CY.
 AS - AFTER EXPIRATION
 AR - ANNUAL REVIEW
 AT - AFTER TERMINATION
 BUS - BUSINESSES SETTLEMENT
 PS - FINAL SETTLEMENT

CC - COMPLETION OF CONTRACT
 CTA - COMPLETION OF TAX AUDITS
 CY - CURRENT YEAR
 PS - FINAL SETTLEMENT
 LC - LIFE OF ASSET
 LC - LIFE OF CONTRACT
 SL - SALE
 ST - SETTLEMENT

SU - SUPERSEDED OBSOLETE

3-15-88 PM 9/1981

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