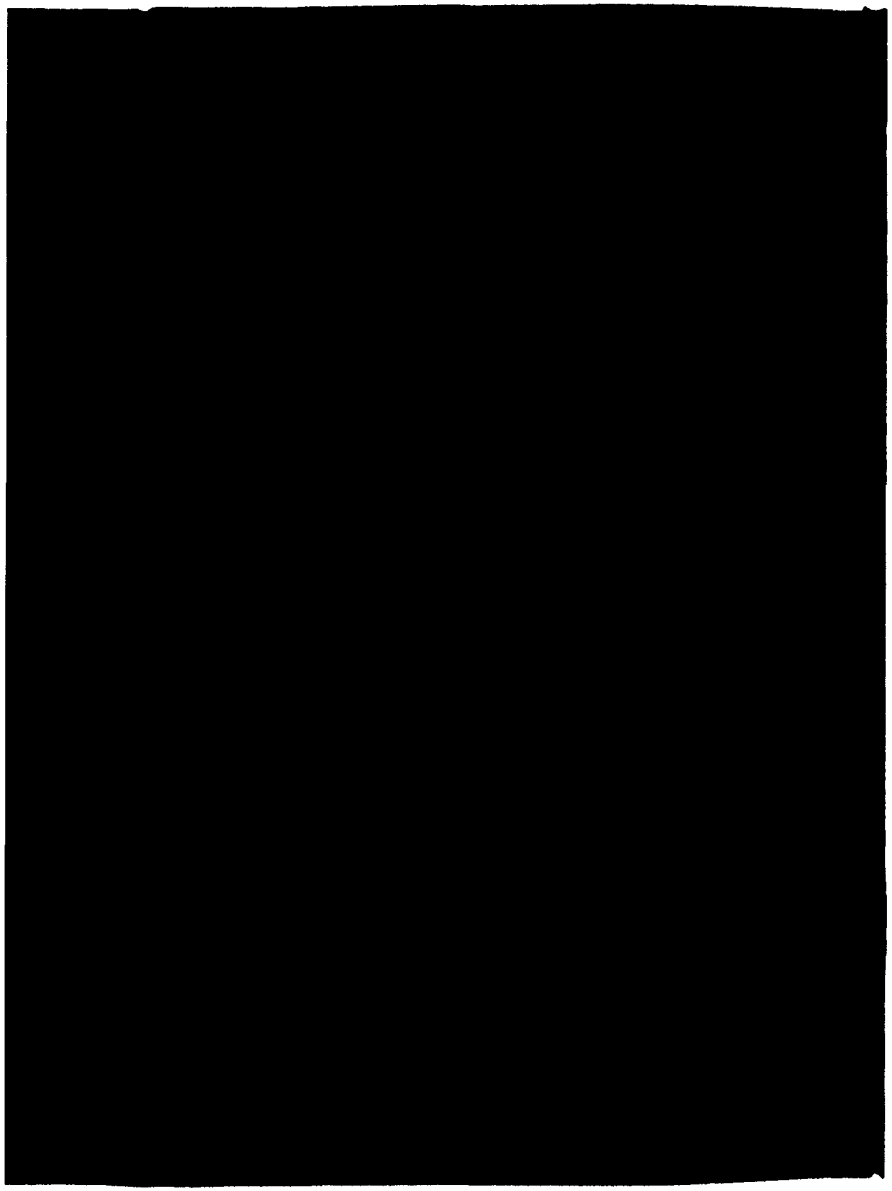

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MONSANTO COMPANY

RECORDS MANAGEMENT MANUAL

This manual has been prepared by the Office of the Corporate Secretary. In the interest of efficiency and economy, the standard schedule assigns the shortest practical retention period which satisfies company purposes and provides generally uniform retention periods for comparable records throughout the Company.

The manual is to be freely available to all personnel of the worldwide Monsanto family group who have a need to know or to use the contained information. It is not to be made available outside of the Monsanto organization without authorization of this office.

Requests for assistance in the interpretation or application of the described practices should be directed to the Office of the Corporate Secretary.

E. J. Putzell, Jr.
Vice President and
Secretary

April, 1976

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MONSANTO COMPANY
STANDARD RECORD RETENTION SCHEDULE

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MONSANTO COMPANY

STANDARD RECORD RETENTION SCHEDULE

INTRODUCTION

This Monsanto Company Standard Record 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.

Company and corporate department management shall be responsible for conformance with this standard.

Company and corporate department management shall continually observe the adequacy of this standard for specific circumstances and bring inadequacies to the attention of the Office of the Corporate Secretary of Monsanto Company. Any modification of, or deviation from, this standard must be approved by the Office of the Corporate Secretary.

The Office of the Corporate Secretary may defer the disposal of any record, or records, when longer retention is deemed advisable.

PRACTICE

1. Additions to Standard Schedule

In the event a company or corporate department has records, or develops records, for which there is no applicable category in the standard schedule, the Office of the Corporate Secretary 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.

2. Deviations from Standard Schedule

Managing directors and corporate department directors may request permission of the Office of the Corporate Secretary to deviate from this standard for records under their jurisdiction. The request must be accompanied by a statement of the pertinent reasons for deviation.

3. Certification

During the first quarter of each year, managing directors and corporate department directors will certify to the Corporate Secretary that retention schedules cover all accumulated records and the retention times conform to this standard.

4. 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.

5. Security of Records

This standard is concerned only with the retention time for records. It does not affect in any way security requirements.

6. 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 retention time. Record and filing procedures must be established to prevent prolonged retention of the related records not requiring the extended retention.

7. 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.

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
- a reporting to governmental regulatory body

Where statutory or regulatory requirements specify the retention of a report or data for a prescribed time, the completion of the project will take place at the termination of such required retention.

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. Materials 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, 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.

AM — After microfilming the record.

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 required complete observance of the record retention specification 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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GENERAL	Total Retention Time
1. Catalogs, Brochures, Periodicals, Newspapers & Other Publications	
Monsanto originated	
• Copy in originating office file	S+10
• Other copies	S
Externally originated	
• All copies (except libraries)	S
2. Forms – General Business & Operating (Not involving contracts, purchasing, labels, employe records, etc., otherwise noted)	
• Copy or samples, master plates, etc., in originating office file	S+5
• Other copies	S
3. Telephone Directories	
Monsanto originated	
• Copy in originating office file	S+3
• Other copies	S
Externally originated	
• All copies	S
4. Visitors Logs	
• General logs of office & plant visitors in location file	C+1, or less if not useful
• With "Keep Confidential" agreement as prescribed by Security Manual in location file	C+5
• Company Lodges – Copy in Marketing file	C+6 AU (tax)

GENERAL (Con'D)	Total Retention Time
5. Participation in Trade Associations Bulletins, reports, committee activity	
• 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	

Monsanto related photographs, produced by Monsanto or others 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 for Engineering Design**
  Same as Project Engineering Manual — See "Engineering Records," Item 10 & 11

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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ADMINISTRATIVE	Total Retention Time
1. Reports to President from Managing Directors & Corporate Department Directors	
Quarterly	
• Copy & work papers in originating office file	C+2
• President's Office file	C+1
• Other copies	2 months
Annual (Year-End or Last Quarter)	
• Copy & work papers in originating office file	C+6
• President's Office file	C+1
• Other copies	
2. Internal Company & Corporate Department Administrative Reports	
• Copy in originating and patent department director's (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 Records", Item 7
• Engineering Project Reports — CED & division engineering departments	See "Scientific & Technical Records", Item 8
• Technical Project Reports from other than research or engineering — development, special investigation, evaluations, etc.	Follow schedule of either research or engineering as project is most closely related
• 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).	

ADMINISTRATIVE (Con't)	Total Retention Time
• Copy in originating or sponsoring office file	As long as essential
• Other copies	Until initial need is satisfied
• Miscellaneous Reports—trip, meeting minutes, etc.	As "Correspondence", Item 1, 2, 3, or 4
4. Management Guide, Personnel Administration Manual & Other Corporate Directives, Manuals, Procedures, Etc.—which express or interpret Monsanto policy	
• Copy in originating office file	S+10
• Other copies	S
• Drafts & work papers	CP
5. Company or Corporate Department Directives, Manuals, Procedures, Etc.—which express or interpret Monsanto policy	
• 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	
• Copy in originating office file	S+1
• Other copies	S
7. Record Retention Schedules	
Corporate Schedule:	
• Copy in Office of Corporate Secretary of Monsanto file	S+5
• Other copies	S
Local Schedules:	
• Copy in originating office file	S+5
• Other copies	S
8. Record Center Transmittal Forms	
• Copy in Record Center file	T+5
• Other copies	T
9. Files of Special Studies or Projects (Including Mergers, Acquisitions, Joint Ventures, etc.)—backup notes, drafts, statistical and financial preparation, etc.	
• Copies in originating or sponsoring office file	As long as essential
• Other copies	Until initial need is satisfied

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COMMUNICATIONS — External	Total Retention Time
1. Shareholder Communications	
• Copy of Annual Report in Corporate Secretary's Office file	C+100
• 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	C+1
• 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	
• 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
5. Speeches, Published Papers, Etc.	
Expression or announcement — revealing new policy, financial performance, scientific and technical accomplishment, etc., of the company	
• Copy in Public Relations Department file	C+50
• Other copies	As "Correspondence" Item 1, 2, 3 or 4

COMMUNICATIONS (Con't)	Total Retention Time
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.

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 therefore 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 Corporate Secretary:	
• Company (Signature) copy in Corporate 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
Minor, not retained by Office of Corporate Secretary:	
• Company (Signature) copy in originating or administrating office file	T (contract)+6

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

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CONTRACTS & AGREEMENTS (Con't)	Total Retention Time
• Other conformed copies	T (contract), or less if not useful
• Technical Consulting	T (consulting period)+10 AR
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 & Contract 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
7. U.S. Government Contracts	
• Company (Signature) copy in originating or administering office file	T (contract)+2 to 5*
• Conformed copy at location of government audit	T (contract)+2 to 5*

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

CONTRACTS & AGREEMENTS (Con't)	Total Retention Time
• Other conformed copies	T (contract), or less if not useful
8. Purchase Orders include 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 Records", 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
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.	

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CONTRACTS & AGREEMENTS (Con't)

• 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.

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.) + 20
	• 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
6.	Acquisitions, Mergers, Consolidations, Reorganizations & Dissolutions	
	• Company records in file of secretary of the corporation involved	T (resulting corp.) + 20
	• Papers, correspondence, drafts, etc., collected in connection with negotiations and preparation	As long as essential

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CORPORATE RECORDS (Con't)	Total Retention Time
7. Securities, Evidence Thereof — listing applications, registration statements, etc.	
• Company copy in file of secretary of the corporation 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 the corporation involved	C+50
• Other copies & work papers	C+5, or less if not useful
9. Shareholder Ledger	
• Company copy in stock records file of corporation involved	C+100
• Other copies of record date printouts	While useful only
10. Stock Transfer Sheets	
• Company copy in stock records file of corporation involved	C+100
• Other copies	While useful only
11. Stock Certificates, Cancelled	
• Company copy in stock records file of corporation involved	C+15
12. Stock Certificates, Lost — affidavits & records	
• Company copy in stock records file of corporation involved	C+50

CORPORATE RECORDS (Con't)	Total Retention Time
13. Shareholder Inquiries Concerning Holdings	
• Company copy in stock records file of corporation involved	C+5
*14. Shareholder, Reports to	See "Communications", Item 1
15. Proxies & Proxy Lists	
• Company copy in stock records file of corporation involved	C+3
16. Corporate Guide — data & information concerning subsidiary, associated & affiliated companies of Monsanto	
• Company copy in Office of Corporate Secretary 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 No. 1 above, will be retained longer than 5 years after a corporation is dissolved.

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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 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.	C+1, 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.

ENGINEERING RECORDS

		Total Retention Time
1.	CED PROJECT FILES — CED closed project files prepared in accordance with CED Procedure 106	E (project) 10
2.	CED PROJECT SUPPORT FILES — Not included in above CED Project Files Engineering development records, file lab data, documentations, calculations, programs, etc., resulting from development work in Engineering Technology and D&C Branches. CED-Purchasing Department Master Purchase Order Files CED-Purchasing Department CE Files CED-Accounting Department Purchase Order Files Project status reports from Financial and Operations Analysis Engineering Activity Reports from Financial and Operations Analysis.	E (project) 5
3.	CED-Accounting Department copy of expense accounts	(See Financial Item 20)
4.	CED-Journal Entries	(See Financial Item 15)
5.	Pollution and environmental control data for internal company control purposes.	(See Manufacturing Item 45)
6.	Engineering Technical Reports Technology of value, not specific capital addition or improvement project	
	• Company & circulating copy in CED Central Files	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
	• Patent Department copy	As "Correspondence" Item 1, 2, 3 or 4
7.	Project Design Manuals Description, design, instructions, for capital addition, improvement projects, plus Scope Reports and CTAs.	

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ENGINEERING RECORDS (Con't)	Total Retention Time
Installed projects and any subsequent revisions:	
• Company copy in CED Information Center Central File	T (facility)+10
• Division and plant copy	T (facility)
• Other copies (Construction)	CP (facility)+1
Abandoned Projects:	
• Company copy in CED Information Center Central File (if project report assembled)	T (project)+10
• Relevant work papers if project report not assembled	T (project)+5
8. Facility Engineering Drawings	
• Company file of tracings, microfilm of copies in CED Information Center, division, or plant file	T (facility)+10
• Other copies	T (facility), or less if not useful
9. Patent Department copy	As "Correspondence" Item 1, 2, 3 or 4
10. 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
• Patent Department Copy	As "Correspondence" Item 1, 2, 3 or 4
11. 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 "Correspondence" Item 1, 2, 3 or 4
• Other copies	T (product), or less if not useful

ENGINEERING RECORDS (Con't)	Total Retention Time
12. Appropriation and Retirement Requests	See Financial Item 34
13. *Construction* Expense Data	See Financial Item 36
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
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 5
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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FINANCIAL

Pertaining to the receipt and disbursement 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 (No. 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
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

FINANCIAL (Con't)

		Total Retention Time
	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
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, Control Report, Invoice, Journal, Split Cash, 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

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FINANCIAL (Con't)	Total Retention Time
• 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
12. Cash Receipt Ledgers - Local funds Plant cafeterias, petty cash, etc.	
• Company copy in administrating office file	C+6 AU(tax)
13. Ledger Reconciliations	
• Company copy in Accounting Department file	C+6AU(tax)
C. ACCOUNTS PAYABLE - and other payments	
14. Invoices and Freight Bills All accumulated data for payment of vendor invoices for goods, freight and other services; correction forms; replacement check detail and necessary related documents.	
• Company copy in Accounts Payable Department file	C+6AU(tax)
• Other office copies of invoices, freight bills and related documents	While useful only
15. Daily Activity Reports Invoice lists and corrected Resp. 0001 exception reports	C+6AU(tax)
16. Payment Reports Semi-annual payment reports	C+AU(tax)
Daily, bi-monthly and monthly payment reports	While useful only
17. Vendor Masterfile Activity List	C+1AU(tax)

FINANCIAL (Con't)	Total Retention Time
18. Status Reports Debit balance report, past-due report, duplicate payment report, open item list and data management report	
• Company copy in Accounts Payable Department file.	C or less if not useful
• Other copies	S
19. Distribution Reports Monthly distribution reports and corrected general ledger summary reports	
• Company copy in Accounts Payable Department file	C+6AU(tax)
• Other copies	While useful only
20. Daily Control Statements Batch control reports, additions report, daily distribution summary and outbound freight daily activity summary	
• Company copy in Accounts Payable Department file	C+1
21. IRS 1099 Data	
• Plant input forms	C+6AU(tax)
• Final update & correction listings	C+6AU(tax)
• Employer 1099 copy and government magnetic tape	C+6AU(tax)
• Update and correction detail	C+6AU(tax)
22. Selected Accounting Reports Weekly distribution report, corrected Resp. 0002 exception report, pickout reports, set up reports, outbound freight shipper run, and Ag early monthly report	
• Company copy in Accounts Payable Department file	C or less if not useful
• Other copies	While useful only
D. BANKING	
23. Bank Resolutions	
• Board of Directors minutes	See "Corporate Records", Item 3

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FINANCIAL (Con't)	Total Retention Time
• Treasury Department copy	T (resolution)+6
• Other copies	T (resolution)
24. Bank Account Statements & Reconciliations	
• Company copy in administrating office file	C+6 AU(tax)
25. Cancelled Checks & Check Registers In files authorized by Treasury Department	
• Payroll, salary & wages	C+3
• Dividend	C+6 AU(tax)
• Voucher	C+6 AU(tax)
• Local Working Fund	C+6 AU(tax)
26. Bank Statements of Condition	
• Treasury Department file	S
27. Depository Receipts	
• Treasury Department file	C+6 AU(tax)
• Accounts Receivable Dept. file	C+3
F. AUDIT	
28. Internal Audit Reports	
• Company copy in Internal Auditor Office file	C+15
• Other copies	While useful only
29. External Audit Reports	
• Company copy in Controller's Office file	C+100
• Other copies & excerpts	C+3, or less if not useful
30. Tax Audits	See "Tax", Items 1, 2 5, 6, 15, 16
F. BUDGET	
31. 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

FINANCIAL (Con't)	Total Retention Time
32. 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
• Patent Dept. Director's Files Year-End	C+10, or less if not useful
33. 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
34. 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
35. 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
G. CAPITAL EXPENDITURES & PROPERTY RECORDS	
36. Appropriation & Retirement Requests	
Above Managing Director approval	See "Planning Documents", Item 1
Managing Director or Managing Director delegated approval:	
• Company copy in originating division file	CP (project)+5
• Other copies	C+1, or less if not useful

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FINANCIAL (Con't)	Total Retention Time
37. Statement of Capital Addition & Replacement by Company & Summary for Directors	
• Copy in Corporate Engineering Department accounting file	C+10
• Other copies, plant reports, work papers, etc.	C+2, or less if not useful
38. Construction Expense Data Company 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
39. 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
40. 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
41. 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)
42. Property Transfer Records	
• Forms, work papers & tabulations in file of responsible division	C+2

FINANCIAL (Con't)	Total Retention Time
43. Property Retirement Records	
• All forms, work papers & tabulations establishing amount of asset retired in file of responsible division	C+10 AU(tax)
44. Property Repair Records	
• Major authorization - records of cost	C+10 AU(tax)
• Minor authorization - records of cost	C+10 AU(tax)
45. 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 (least)+6 AU(tax)
• Other copies	While useful only
II. COMPANY LEDGER, FINANCIAL STATEMENTS, & REPORTS OF FINANCES	
46. 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
47. 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
48. 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	

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FINANCIAL (Con't)	Total Retention Time
• 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
49. 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
50. Company to Shareholder Reports	See "Communications" Item 1
51. SEC Annual Report & work papers	See "Corporate Records", Item 8
I. COST	
52. Ledgers - raw materials, good-in-process, and finished goods	
• In division accounting department file	C+10 AU(tax)
53. Cost Standards - including work papers	
• Company copy in division file	S+10, or less if not useful
• Other copies	S, or while useful only
54. 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	
55. Profit by Products & Product Groups	
• Company copy in division accounting department file	C+10
• Other copies	C+2, or less if not useful

FINANCIAL (Con't)	Total Retention Time
56. 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	
57. Accounting & Budget Procedures, Directives & Manuals	
• Copy in originating office file	S+10
• Other copies	S
58. Individual Authorizations for Expenditures	
• Copy in Internal Auditor file	S+5
• Other copies	S
59. 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
60. 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
61. Vouchers 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

	Total Retention Time
b. Vouchers recording oil and gas undeveloped mineral rights lease transactions	C+25
62. Expense Reports & Travel Statements of Personnel	
• Company record in file of accounting office making payment	
Reports of employes engaged directly on government contract work	C+1AU(tax)
Reports of all other employes	C+3AU(tax)
• Other copies - all reports	C+1, or less if not useful

	Total Retention Time
INSURANCE	
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)+3 AU(tax)
• Other copies	T (claim)+3
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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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, or less if not useful
	• Other copies & excerpts	S, or less if not useful
3.	Litigation & Claims	
	• Court files & work papers in Law Dept. file	CP+6
	• Patent litigation in Patent Dept. file	CP+6 (AR(patent)
4.	Powers of Attorney	
	• Company copy in originating office file	T (power)+25
	• Other copies	T (power)
5.	Authorizations for Signatures 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
7.	Pending Claims year-end report to auditors	
	• Company copy in Law Dept. file	C+5
	• Other copies	C+1

LEGAL (Con't)

		Total Retention Time
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	
	• All Relevant Documents	T (investigation)
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

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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, CFD 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
8. Maintenance Records For control of operations and cost, analysis of equipment performance, etc.	
• All copies	Until purpose is served

MANUFACTURING (Con't)	Total Retention Time
9. Safety Manuals & Instruction	
• All copies	S
10. Alcohol Use Records All required government reports	
• Company copy in administrating office for specific permit	C+5
11. Pollution and Environmental Control	
Regulations, procedures, analytical & sampling methods	
• All copies	S+10
Data collected to demonstrate compliance with regulations federal, state, county, municipal	
• All copies	C+2
• Drafts and work papers	CP (Report)
Test data for internal Company control purposes	
• All copies	CP or S
Data collected for engineering analysis, engineering design, etc.	
• All copies	CP
Reports and related correspondence	
• All copies	CP
• Drafts and work papers	CP (Report)
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

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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
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

MARKETING, MARKETS, PRODUCTS & CUSTOMERS (Con't)	Total Retention Time
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
• Company copy selected for patent evidence	C+25, or less if not useful
• Other copies	S
11. Technical Data Concerning Products & Applications Pertinent to Marketing Necessary for Immediate Reference	
• All copies	S, or while useful only
12. Price Sheets, Bulletins, or Lists	
• Company copy in issuing office file	S+10
• Other copies	S
• Statistical records of pricing	T (product)+5

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MARKETING, MARKETS, PRODUCTS & CUSTOMERS (Con't)	Total Retention Time
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
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

MARKETING, MARKETS, PRODUCTS & CUSTOMERS (Con't)	Total Retention Time
17. Strategies, Forecasts, Long Range Plans, Etc.	See "Planning Documents", Items 3, 4, 5
18. Advertising Copy	
Proof or Sample:	
• Company copy in Marketing or other issuing office file	C+3
• Other copies	As "Correspondence", Item 1, 2, 3 or 4
Log of Advertisements in Marketing 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)
20. Salesman Call Reports	S

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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 or	T (employment)+20
Locations utilizing retained medical facilities:	T (Deceased)+5
• Company copy in physicians's or medical facility file or	T (employment)+20 or T (Deceased)+5
• Company copy in sealed record (open only by physician) at office location if medical facility cannot retain	T (employment)+20 or T (Deceased)+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.
4. U.S. Treasury Department Alcohol Permits All Necessary Reports	
• Company copy in administrating office file	C+5

MEDICAL, HEALTH & ENVIRONMENT RECORDS (Con't)	Total Retention Time
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, 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 and Environmental Control	
Regulations, procedures, analytical & sampling methods	
• All copies	S+10
Data collected to demonstrate compliance with regulations federal, state, county, municipal	
• All copies	C+2
• Drafts and work papers	CP (Report)
Test data for internal Company control purposes	
• All copies	CP or S
Data collected for engineering analysis, engineering design, etc.	
• All copies	CP
Reports and related correspondence	
• All copies	CP
• Drafts and work papers	CP (Report)

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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.	U.S. Patent Applications & Patent Files	
	• Company copy in Patent Department file	
	Issued patents	CP (pat. life) AR*
	Abandoned applications - if parent case	Same as last descendant
	Abandoned applications - if not parent case	CP (aband.)+10 AR
	• Other copies - issued or abandoned	CP+2
3.	Foreign Patent Application & Patent Files	
	• Issued Patents	CP(pat. life)+5AR*
	• Abandoned Applications	CP(aband.)+5AR*
	• Lapsed Patents	CP(lapse)+5AR*
*e.g. for active foreign equivalents and related applications		
4.	Patent Assignments	Same as Patent Application or patent to which it relates
5.	Patent Studies & Searches	
	• Company copy in Patent Department file	
	For novelty	Same as Patent Disclosure, 1. above
	For infringement & validity	CP (pat. life)+6, or less if not useful
	For state of the art	CP (search)+10
	• Other copies - all searches	While useful
6.	Technology Pertinent to Patent Activity	
	• Processes, products, and other technical information files in Patent Dept. file	C+25 or less if not useful

PATENT, TRADEMARK & COPYRIGHT RECORDS (Con't)

		Total Retention Time
7.	Trademark & Copyright Registrations And related proceeding records	
	• Company copy in Patent Department file	T (registration)
8.	Trademark Searches	
	• Company copy in Patent Department file	CP (search)+25 or less if not useful
9.	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)
10.	Submitted Ideas Ideas & inventions from outside inventors	
	• Company copy in Patent Department file	C+40
	• Other copies	While useful only
11.	Release from Outside Inventors	
	• Company copy in Patent Department file	C+40
	• Other copies	While useful only
12.	Contracts & Agreements Patents, know-how, secrecy, consultants, etc.	See "Contracts & Agreements", Items 1, 7, 13

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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 Personnel/Payroll Department file	Until employe is age 80
• Local copy in company/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 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 company/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 Personnel/Payroll Department file	T (vested interest)+6
• Local copy in company/department file as needed	T (employment)
3. **Employment Records — Wage Personnel** Identity & history records — application, employment history, termination	
For Employes with Vested Benefits:	
• Company copy (original) in company or location file	Until employe is age 80
• Other copies	T (employment)

PERSONNEL & PAYROLL (Con't)	Total Retention Time
For Employes Without Vested Benefits: (Employed less than 9 yrs. 6 mos.)	
• Company copy (original) in company 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 company or location file	T (employment) with transfer of file to Company copy file
• Company copy after termination in Personnel/Payroll Dept. file	T (vested interest)+6
5. **Records of Applicants for Employment**	
• Applicants who become employes	(See Employment Records, Items 1 & 3)
• Applicants who do not become Monsanto employes	C+3
6. **Medical Records, X-rays, Radiation Exposure**	See "Medical", Items 1, 2, 3
7. **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
8. **Employe Time Cards, & Related Schedules, Wage Rates, Etc.**	
• Company copy in file of responsible office	C+3
9. **Cancelled Payroll Checks & Check Registers**	
• Originals in file of responsible office	C+3
10. 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

PERSONNEL & PAYROLL (Con't)	Total Retention Time C+4 (unless longer required by statute)
State & Local Income or Earnings, all records in responsible office file	
11. Authorizations for Payroll Deductions other than tax	
• Company copy in responsible office file	S+2
12. Labor Contracts Work Papers & Negotiation Records (Also see "Contracts & Agreements")	
• Company copy in company or location file	T (contract)+20
• Other copies	T (contract)+20, or less if not necessary
13. Local Wage Job Records Bid sheets, seniority lists & other records of contract compliance	
• Company copy in location file	T (contract)+20
• Other copies	While useful only
14. Wage & Salary Rate Schedules	
• Company copy of published or posted statements or representations in issuing office file	S+25
• Other copies	S
15. Personnel Policy Opinions & published representations	
Personnel Administration Manual & other company bulletins:	
• Company copy in Corporate Personnel Department file	S+10
• Other copies	S
Employee 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

PERSONNEL & PAYROLL (Con't)	Total Retention Time
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
16. 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)
17. Tax Summary Reports	
• Company copy in responsible accounting department file	C+6 AU(tax)
• Other copies	C+2, or less if not useful
18. Statistical, Analytical, Administrative Reports Of Employment	
• Company copy of continuing statistics reports in Personnel/Payroll Department file	C+50
• Company department/plant statistics for local use	C+20
• Other copies	C+1
19. Conflict of Interest Certification By company personnel	
• Copy (signature copies of statements) & related records in file of responsible office	C+10
• Other copies	C+1
20. FICA (Social Security), Federal Unemployment, State Unemployment Taxes	See "Tax"
21. Salaried Job Descriptions	
Company copy in issuing office file	S+3
22. Medical Benefit Records	See "Insurance", Item 5

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PLANNING DOCUMENTS	Total Retention Time
1. Appropriation & Retirement Requests To Executive Committee & Board Action (Above Managing Director approval)	
• Copy of approved requests in Controller's Office file	C+25
• Originating company or corporate 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 copy	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.	
• Copy in originating or sponsoring office file	S+5
• Other copies	S, or less if not useful

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)+10
• Other copies	T (lease), or less if not needed
3. Tax Documents	See "Tax", Item 4
4. Employe Housing Activity Records	
• Company copy in Corporate Personnel file	T (activity)+5
• Other copies	T (activity), or less if not needed
5. Legal & Tax Opinions	See "Legal", Item 2, & "Tax", Item 2

SCIENTIFIC & TECHNICAL RECORDS	Total Retention Time
*1. Records & Indexes of Experimental Work (Except for Pilot Plant Scale Work)	
All original records of scientific, technical, experimentation or investigation, whether as bound notebooks, log books, data sheets, etc.	
Original in research laboratory, research office, or designated repository. (Note: an exception to the stated retention time may be made for records having historical or archival value.)	C+25 AM
Microfilm:	
Company copy from all Monsanto Co. and subsidiary labs. In CRD 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 and test data minutes, correspondence, affidavits, etc.	
Original or validated copy, in or maintained with notebooks to every extent possible.	C+25 AM
Microfilm:	
Copy in same reel with pertinent notebook.	C+50
3. Records & Indexes of Pilot Plant Scale Work	C+10AR, or less
All original records of scientific, technical, experimentation or investigation as log books data sheets etc., bound notebooks to be treated as in *1 above).	if purpose as a scientific and patent record is served.
4. Experimental Samples Embodying Innovations of Patent Significance	C+40
New chemicals, products, material assemblies, prototypes, etc. - when feasible in light of safety requirements, permanence, etc.	
*5. 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	

*See "Uniform Notebook Practices."

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		Total Retention Time
	• 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	
6	Sample Recording Control (SRC) Physical-Chemical data of new research materials	
	• Original copy of sample announcement and updating or extending information in CRD Information Center file	C+35
	• Microfilm in CRD Information Center file	C+50
	• Microfilm in other libraries & information centers	C+50, or less if not useful
*7	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	As "Correspondence" Item 1, 2, 3 or 4
	• Other copies	As "Correspondence" Item 1, 2, 3 or 4
8	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 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 Information Center file	Original C+35 Microfilm C+50
	• Division and/or local library or information center file	C+35, or only while useful
	• Other copies	2 months

		Total Retention Time
1.	Leases Shipping, storing & transportation equipment cars, trucks, barges, ships, containers, tanks, warehouses, tracks, etc.	
	• Company copy in Distribution Dept. file	L(lease)+6
	• Law Department copy	L(lease)+6, or less if not useful
	• Other copies	L(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	L(equipment)+6
	• Other copies	L(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
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.	

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SHIPPING & TRANSPORTATION (Con't)	Total Retention Time
• 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+3 AU(tax)
Other copies, if retained	
• Domestic in any file	C+3, or less if not useful
• Export in any file	C+3, or less if not useful
9. Claims, Freight Charges, Over/under charges under legal tariffs	
• Original Claim card	C+6 AU(tax)
• 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	
• Original Claim card	C+6 AU(tax)
• Company copy in Distribution Dept. File	CP (settlement)+3
• Other copies	CP (settlement)
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

SHIPPING & TRANSPORTATION (Con't)	Total Retention Time
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 Tax Dept. file	C+100
• Other copies	While useful only
2. Tax Rulings & Opinions	
• Company copy in Tax Dept. file	S+25
• Other copies & excerpts	As "Correspondence", Item 1, 2, 3 or 4
3. Disqualifying Stock Disposition Cards	
• Company copy in Tax Dept. file	C+5 AU(tax)
4. Real Estate & Personal Property*	
• Company copy in Tax 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 Tax Dept. file	C+100
• Other copies	While useful only
6. Sales & Use Tax Records	
Company copy in Tax Dept. File	
Returns	C+50
Tabulations	C+6
Exemption Certificates	T (exemp.)+5
• Other copies	While useful only

TAX (Con't)	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 Earnings Tax Records	C+6
9. FICA (Social Security) Records	
• Company copy in Tax Dept. file	
Detail	C+10
Return	C+50
10. Federal Unemployment Tax Return	
• Company copy in Tax Dept. file	C+50
11. State Unemployment Tax Return	
• Company copy in Tax Dept. file	C+50
12. Tax Opinions, Studies, Etc. For acquisition, merger, employe benefit programs, pensions, etc.	
• Company copy in Tax Dept. file	S+25
• Other copies & excerpts	As "Correspondence", Item 1, 2, 3 or 4
13. Federal Lubricating Certificates	
• Company copy in Tax Dept. file	T (exemp.)+5
14. Inspection Fee Returns	
• Company copy in Tax Dept. file	C+6
15. Federal & State Gasoline, Motor Fuel & Lubricating Oils Tax Returns	
• Company copy in Tax Dept. or other originating office file	C+50
16. State Oil & Gas Production & Severance Tax Returns	
• Company copy in Tax Dept. or other originating office file	C+50

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