

FEBRUARY 1990

Function 1 - Accounting

Section B - General Ledger and Related Records

<u>Description of Record</u>	<u>Retention Period</u>
Accounting policy manuals, letters of instruction, other directives	While current
Accounts receivable and other subsidiary ledger	7 Years
Clearing House documents and registers	7 Years
General Ledger	10 Years
Journal vouchers and supporting data except as specifically listed in this Manual	7 Years
Journals, including documentary support, not specifically listed in this Manual	7 Years
Trial balances (annual)	11 Years

END OF SECTION B

Recommend D FIT returns to 50 yrs.

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Function 5 - Environment, Health & Safety

Section B - Health, Medical and Toxicology

Description of Record

Retention
Period

Epidemiology Studies on PPG Workers or
Community

20

Permanent

Health and Medical Audit Reports

10 Years or
until repeat
audit, and
audit is
closed,
whichever is
sooner

Material Safety Data sheets

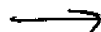
30 Years or
until
superseded

NIOSH Evaluation Studies

20 Years or
until
obsolete or
superseded

PPG Toxicological Reports

*Check Benthorn
- 100 yrs. ?*



Permanent

Final Reports for FIFRA Registrations

Permanent

. Raw Data

Duration of
Product
Registration

Final Reports for TSCA Studies

Permanent

. Raw Data

10 Years

TSCA Inspection Reports

10 Years

TSCA Premanufacture Notice Reports

?

Permanent

TSCA Section 8c Reports, 8d Health
and Safety Studies Submissions, or
8e Reports submitted by PPG

30 Years

Worker Exposure Records

30 Years

Function 5 - Environment, Health & SafetySection B - Health, Medical and Toxicology - Continued

<u>Description of Record</u>	<u>Retention Period</u>
Individual Medical Records	
. Separated or Retired, <u>no</u> medical monitoring prorams	5 years
. Separated or retired, <u>on</u> required/regulatory medical monitoring programs	30 years from date of separation or retirement
. If employed by PPG <1 year	5 years
. X-Rays	Duration of employment plus 30 years

END OF SECTION B

Function 5 - Environment, Health & SafetySection C - Safety

<u>Description of Record</u>	<u>Retention Period</u>
Insurance Company Inspection Reports (e.g., IRI Loss Prevention Survey (Blue Report), Elevator Inspections, Liability Insurance, etc.)	Between IRI Inspections
IRI Plan Fire Prevention Inspection (Plant's Weekly Fire Protection System Inspection, e.g., Sprinklers)	Between IRI Inspections
IRI Water Supplies Test Results (Provides Historical Data)	Permanent
OSHA Inspection Reports	10 Years or until a repeat inspection is made, whichever is sooner
Safety Audit Reports	10 Years or until repeat audit, whichever is sooner
Supervisor's Report of Accident Investigation and Analysis	5 Years
If Compensation case	60 Years
Workmen's Compensation:	
At the Units	60 Years
Self-Insurance Records:	
Applications to the Various States	Permanent
Periodic Reports	10 Years

END OF SECTION C

IMPORTANT: Please read introduction before using Manual.

Function 8 - Manufacturing

Description of Record

Retention
Period

Customer specifications

5 Years
after
being
superseded

Disaster Control Program

While
current

Maintenance Manual - organization of
maintenance system and operating procedures

While
current

Operations procedures manual - start-up,
shut-down and operations procedures.
Operating standards and guides

While
current

Package specifications

While
current

Process flow sheets and drawings

5 Years
after
being
superseded

Product specifications

5 Years
after
being
superseded

Product Safety Records

10 Years or
customer
requirement
whichever
is longer

Routine Quality Records

3 Years or
customer
requirement
whichever
is
longer

Production reports (Annual or December summary)

5 Years

Production schedules

While
current

Production test cards and samples

4 Years

Production ticket (batch tickets)

4 Years

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IMPORTANT: Please read introduction before using Manual.

Function 10 - Research and Development

<u>Description of Record</u>	<u>Retention Period</u>
Analytical reports:	
Primary basic data	10 Years
Other	5 Years
Basic properties reports	10 Years
Consultants reports including sponsored research reports prepared by schools or specialized institutions and laboratories	10 Years
Data books, Research	25 Years
Exploratory proposals - limited to those proposals considered to have patent possibilities	5 Years
Exposure and evaluation reports	10 Years
Exposure Panels for Aluminum Extrusion products	20 Years after receipt at Mine
Invention conception records	3 Years after abandonment
Metallurgy and lubrication testing reports	5 Years
Notebooks, Research	25 Years
Procedures of analysis - general procedures, standards and guides of analysis and testing	Permanent
Product formulae and specifications	5 Years after being superseded
Project completion reports - the terminal report for a project	Permanent
Interim project reports	5 Years

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Function 10 - Research and Development

Description of Record

Retention
Period

Spectrophotometry reports - radiant energy
transmittance and reflectance reports

5 Years
after
product has
been
superseded

Technology Exchange Group correspondence
relating to license agreements

5 Years
after
expiration
of
license

Technology Transfer Reports

7 Years

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