SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.120.1

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 4/4/84 [x] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: *ENVIRONMENTAL SERVICES*	DISTRIBUTION: PLANTS; SERVICE CENTERS; ENVIRONMENTAL H & R SERVICES	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	ENVIRONMENTAL RECORDS						
	Generators of Hazardous Waste (Resource Conservation and Recovery Act - RCRA)						
120-1	Manifest						
120-2	Annual Report						
120-3	Exception Report	Plants & Service Centers	HC	II	Original Copies - 50 Years, then to be reviewed by Director of Environmental Services for Solid Wastes and Superfund - Cleveland	Photo copies sent to Cleveland - 50 Years, then to be reviewed by the Director of Environmental Services for Solid Wastes and Superfund - Cleveland	Only after authorization by Director of Environmental Services
120-4	Material Safety Data Sheet - or - Waste Analysis and Test Results of Hazardous Waste						
	Disposal of Hazardous Wastes/ Disposal Sites (Comprehensive Environmental Response, Comprehensive and Liability Act - CERCLA/Superfund)	Plants & Service Centers	HC	II			
120-5	All records dealing with the disposal of hazardous wastes at dump sites should be retained and referred to the Director of Environmental Services for Solid Wastes and	Superfund, Cleveland					0007-SWP-038

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.1

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 12/16/80 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-1	Accident Insurance Recap (Voluntary Accident Insurance)	Employee Benefits	HC	III	Current Year	1 - Year	1 - Year + Current Year
70-2	Bank Reconcilements -Operating	Payroll	HC	II	Current Year	*Tax Audit or 3 - Years	*Tax Audit or 3 - Years + Current Year (Longest of)
70-3	-Payroll	Payroll	HC	II	Current Year	*Tax Audit or 3 - Years	*Tax Audit or 3 - Years + Current Year (Longest of)
70-4	Bank Statements -Operating	Payroll	HC	II	Current Year	*Tax Audit or 3 - Years	*Tax Audit or 3 - Years + Current Year (Longest of)

Approved - Manager, Records Management

0007-SWP-038665

*Tax Audit - See INDEX V.6.1

0007-SWP-00012104

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CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 11/1/84 ☐ NEW ISSUE ☒ REVISED	REPLA DATE:
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTIO	
					DEPARTMENT FILE	RECORD STOR
70-5	-Payroll	Payroll	HC	II	Current Year	*Tax Au 3 - Y
70-6	Biweekly Attendance & Time Report -Salaried	Payroll	HC	II	1 - Year + Current Year	2 Year
70-7	-Hourly	Payroll	HC	II	1 - Year + Current Year	2 - Yea
70-8	Bonus Payment Authorization (not including worksheets, contracts, recaps, etc.)	Payroll	HC	II	Current Year	3 - Yea After Payme

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*Tax Audit - See IND

0007-SWP-000121047

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.3		
SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 11/1/84 ☐ NEW ISSUE ☒ REVISED	REPLACES: V.70.3 DATE: 2/12/82
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-9	Cancelled Checks -Operating	Payroll	HC	II	Current Year	*Tax Audit or 3 - Years	*Tax Audit or 3 - Years + Current Year (Longest of)
70-10	-Payroll	Payroll	HC	II	Current Year	3 - Years	3 - Years + Current Year
70-11	City/County Wage Reports	Payroll	HC	II	Current Year	8 - Years	8 Years + Current Year
70-12	Correspondence	Payroll	HC	--	Refer to INDEX V.5		

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Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.4

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 12/16/80 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-13	Credit Union - Authorization Cards/Letters on Active Employees	Payroll	HC	II	Retain/Active		
70-14	-Authorization Cards/Letters on Inactive Employees	Payroll	HC	II		3 - Years Cancellation of Deduction or when superseded	3 - Years After Cancellation of Deduction or when superseded
70-15	Deposit Slips - Bank	Payroll	HC	II	Current Year	*Tax Audit or 2 - Years + Current Year	*Tax Audit or 2 - Years + Current Year (Longest of)
70-16	Disability Payments - Salary Continuation Computations	Employee Benefits	HC	III	Current Year	1 - Year	1 + Current Year
70-17	Earnings Record Card - Employee	Payroll	HC M	I	Current Year	25 - Years	25 - Years + Current Year

Approved - Manager, Records Management

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*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.5

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 12/16/80 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-18	Employee Loans	Payroll	HC	II	Current/Active	*Tax Audit or 3 - Years After Cancellation	*Tax Audit or 3 - Years After Cancellation (Longest of)
70-19	Employment Fee	Payroll	HC	II	Current/Active	3 - Years After Cancellation	3 - Years + Current Year Year After Cancellation
70-20	Garnishments	Payroll	HC	II	Current Year/ Active	3 - Years After Release	3 - Years + Current Year After Release
70-21	Group Life Insurance Reconcilements & Recaps	Employee Benefits	HC	III	Current Year	1 - Year	1 - Year + Current Year
70-22	Health Insurance Reports	Employee Benefits	HC	III	Current Year	1 - Year	1 - Year + Current Year

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*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.6

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 12/16/80 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-23	Long Term Disability Reconcilements & Reclassification	Employee Benefits	HC	III	Current Year	1 - Year	1 - Year + Current Year
70-24	Moving Expense	Payroll	HC	II	Current Year	*Tax Audit or 3 - Years	*Tax Audit or 3 - Years + (Longest of)
70-25	Overtime Reports	Payroll	HC	II	Current Year	3 - Years	3 - Years + Current Year
70-26	Payroll Cash Vouchers -Field Payroll	Payroll	HC	II	Current Year	3 - Years	3 - Years + Current Year
70-27	-Stores (Information on Payroll Registers or Earnings Record Cards)	Payroll	HC	II	Current Year	3 - Years	3 - Years + Current Year

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Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.7

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 12/16/80 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-28	Payroll (Accounting) Journals (if not a Register) (Distribution of Labor)	Payroll	MC	II	Current Year	*Tax Audit or 3 - Years	*Tax Audit or 3 - Years + Current Year (Longest of)
70-29	Payroll Registers (if Earnings Record Cards are not available)	Payroll	MC	I	Current Year	25 - Years	25 - Years + Current Year
70-30	Profiles and New Hires	Personnel	MC	III	1 - Full Calendar Year		1 - Full Calendar Year
70-31	State Quarterly Wage Reports	Payroll	MC	II	Current Year	8 - Years	8 - Years + Current Year
70-32	Stock Purchase & Savings Plan - Employee -Monthly Deduction Register	Employee Benefits	MC	III	Current Year		Current Year

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Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 12/16/80 ☒ NEW ISSUE ☐ REVISED	REPL DATE
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTI	
					DEPARTMENT FILE	RECOR STO
70-33	-Proof List HM 101040		IC	III	3 - Months	
70-34	-Additions & Deletions Reports SP23		IC	III	6 - Months	
70-35	Store Distribution (Service & Benefits) Report (see Payroll (Accounting) Journals)	Payroll	IC	II	Current Year	*Tax Au 3 - Y
70-36	Union Dues - Authorizations	Payroll	IC	II	Active	3 - Yea After Termi of Em
70-37	United Appeal - Authorizations	Payroll	IC	II	Active	3 - Yea After Cance or wh super

Approved - Manager, Records Management

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.9

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 12/16/80 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-38	U.S. Savings Bonds - Deduction Authorizations	Payroll	HC	II	Active	3 - Years After Termination of Employee or Cancellation of Deduction or if Superseded	3 - Years After Termination of Employee or Cancellation of Deduction or if Superseded
70-39	U.S. Savings Bonds - Ledger (Bond Accounting Report)	Payroll	HC	I	Current Year	*Tax Audit or 10 - Years after last entry	*Tax Audit or 10 - Years after last entry (Longest of)
70-40	U.S. Savings Bonds - "Buy" Order - by pay period - to Federal Reserve Bank	Payroll	HC	II	Current Year	3 - Years	3 - Years + Current Year

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Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.10

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 12/16/80 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-41	U.S. Savings Bonds - Bond Accounting Report Tab Card	Payroll	HC	II	Active		When no longer active
70-42	U.S. Savings Bonds - Federal Reserve IBM Tape	Payroll	HC	III	Active		When no longer active
70-43	Wholesale Sales & Expense Report	Division Controller	HC	III	Current Year	1 - Year	1 - Year + Current Year
70-44	W-2's - Employer's Copy	Payroll	HC	II	Current Year	8 - Years	8 - Years + Current Year
70-45	ADP Master Printouts (Same as Earnings Record Card - provides security back-up)	Payroll	HC	I	Last Current Report + Last Report of each quarter for current year	Last Year-End Report for 25 - Years	25 - Years + Current Year

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.70.11

SUBJECT:	DATE EFFECTIVE:	REPLACES:
RECORD RETENTION SCHEDULE	3/15/85 ☐ NEW ISSUE ☒ REVISED	V.70.11 DATE: 11/1/84
SUB-SUBJECT: PAYROLL AND TIMEKEEPING	DISTRIBUTION: ALL MANUALS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
70-46	W-4's - Employer's Copy (Federal, State and Local Withholding Forms and Exemptions)	Payroll	HC	II	Active		4 Years After Termination, Cancellation, or Superseded
70-47	Tuition Aid Applications (Payroll copy)	Personnel	HC	II	Current Year	*Tax Audit or 3 - Years	*Tax Audit or 3 - Years + Current Year (Longest of)
70-48	Payroll Taxes Reports (FICA, FUI, SUI)	Payroll	HC	II	1 Year + Current Year	7 Years	8 Years + Current Year
70-49	Time Cards/Sheets	Payroll	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
70-50	Progression Slip	Payroll	HC	II	Permanent		Permanent
70-51	Rate Change & Transfer Form	Payroll	HC	II	Permanent		Permanent

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Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85	[X] NEW ISSUE [ ] REVISED	REPLAC DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS		

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION	
					DEPARTMENT FILE	RECORD STORA
	ACCOUNTING DEPARTMENT					
90-1	Accounts Payable Charge Back Memo	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audi 4 Years
90-2	Accounts Payable Journal	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audi 4 Years
90-3	Accounts Receivable Form (Payment Form)	Plant Accounting	HC	II	1 Year + Current Year	3 Years
90-4	Asset Ledger Sheet	Plant Accounting	HC	I	Permanent	
90-5	Actual Batch Slip	Plant Accounting	HC	II	5 Years	
90-6	Bank Journal	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audi 2 Years
90-7	Bank Reconcilement	Plant Accounting	HC	III	3 Years + Current Year	

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

0007-SWP-000121057

SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.2

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-8	Bank Statements	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audit or 2 Years	* Tax Audit or 3 Years + Current Year (Longest of)
90-9	Bulk Output Report	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year
90-10	Cash Voucher	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audit or 2 Years	* Tax Audit or 3 Years + Current Year (Longest of)
90-11	Claim Form (Freight)	Plant Accounting	HC	II	3 Years After Settlement		3 Years After Settlement
90-12	Costed Batch Slip	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-13	Cycle Billing	Corporate Accounts Payable	HC	III	1 Year + Current Year		1 Year + Current Year

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Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.3

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS		

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-14	Cancelled Checks - Freight	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 2 Years	* Tax Audit or 3 Years + Current Year (Longest of)
90-15	Cancelled Checks - Operating	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 2 Years	* Tax Audit or 3 Years + Current Year (Longest of)
90-16	Cancelled Checks - Payroll	Plant Accounting	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
90-17	Cancelled Checks - Rent	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 5 Years	* Tax Audit or 6 Years + Current Year (Longest of)
90-18	Check Registers / Journals	Plant Accounting	HC	I	1 Year + Current Year	* Tax Audit or 5 Years	* Tax Audit or 6 Years + Current Year (Longest of)
90-19	Contingent Fund Report	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audit or 2 Years	* Tax Audit or 3 Years + Current Year (Longest of)
90-20	Demurrage Records	Plant Accounting	HC	III	1 Year + Current Year	2 Years	3 Years + Current Year

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85	☒ NEW ISSUE ☐ REVISED	REPLA DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS		

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTIO	
					DEPARTMENT FILE	RECORD STOR
90-21	Daily Postage Meter Report	Plant Accounting	HC	III	1 Year + Current Year	
90-22	Disbursement Summary	Plant Accounting	HC	II	1 Year + Current Year	* Tax Aud 2 Years
90-23	Draft Replenishment	Plant Accounting	HC	III	1 Year + Current Year	* Tax Aud 2 Years
90-24	Drum Report	Plant Accounting	HC	III	1 Year + Current Year	
90-25	End of Month Stock Usage Report	Plant Accounting	HC	III	1 Year + Current Year	
90-26	ER's (Equipment Service Job Requisitions) - Duplicates	Plant Purchasing	HC	III	1 Year + Current Year	
90-27	Expense Sheets	Plant Accounting	HC	II	1 Year + Current Year	* Tax Aud 2 Years

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.5

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-28	FCA's (Fixed Capital Appropriations)	Plant Accounting	HC	II	1 Year + Current Year	Permanent	Permanent
90-29	Filled Finish Goods Report	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year
90-30	Filling Report	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year
90-31	Freight Bills	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 2 Years	* Tax Audit or 3 Years + Current Year (Longest of)
90-32	Freight Claims	Plant Accounting	HC	II	3 Years After Settlement		3 Years After Settlement
90-33	General Ledger Printout - Copy	Division Accounting	HC	III	1 Year + Current Year		1 Year + Current Year
90-34	Hourly Time Card	Plant Accounting	HC	III	1 Year + Current Year	2 Years	3 Years + Current Year
90-35	Hourly Time Distribution Card	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 2 Years	* Tax Audit or 3 Years + Current Year (Longest of)

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.6

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-36	Inter Division Invoice	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-37	Inventories	Plant Accounting	HC	I	1 Year + Current Year	* Tax Audit or 6 Years	* Tax Audit or 7 Years + Current Year (Longest of)
90-38	Inventory/Billing Adjustment Report	Plant Accounting	HC	II	1 Year + Current Year		1 Year + Current Year
90-39	Job Orders	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 9 Years	* Tax Audit or 10 Years + Current Year (Longest of)
90-40	Journal Voucher	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-41	Labor Hour Distribution Sheets	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 2 Years	* Tax Audit or 3 Years + Current Year (Longest of)

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

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INDEX: V.90.7

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-42	Locals and Transmittals (Acceptance and Issuing Copy)	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-43	Lost or Spoiled Material Report	Plant Accounting	HC	III	1 Year + Current Year	2 Years	3 Years + Current Year
90-44	Manufactured Raw Material Report	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year
90-45	Modernization Records	Plant Accounting	HC	I	Permanent		Permanent
90-46	Overgrind Output Report	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year
90-47	Pallets Scrapped Report	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year
90-48	Payroll Taxes Reports (FICA, FUI, SUI)	Plant Accounting	HC	II	1 Year + Current Year	7 Years	8 Years + Current Year
90-49	Payroll Register	Plant Accounting	HC	I	25 Years + Current Year		25 Years + Current Year
90-50	Payroll Transmittal	Plant Accounting	HC	II	25 Years + Current Year		25 Years + Current Year

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.8

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-51	Petty Cash Fund Journal	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 3 Years	* Tax Audit or 4 Years + Current Year (Longest of)
90-52	Pic Pac (Picking List)	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-53	Plant Transfer Requisition	Plant Accounting	HC	II	Permanent		Permanent
90-54	Property Appraisal Book	Plant Accounting	HC	I	Permanent		Permanent
90-55	Property Ledger	Plant Accounting	HC	I	Permanent		Permanent
90-56	Raw Material Card (Purchase Record for)	Plant Accounting	HC	II	1 Year	4 Years	5 Years
90-57	Receiving Report (except copy attached to Invoice - see Vendor Invoice)	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year
90-58	Returned Goods Tally	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit	* Tax Audit or 1 Year + Current Year (Longest of)

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*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLAC DATE:
SUB-SUBJECT: *PLANT OPERATIONS (FACTORIES)*	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION	
					DEPARTMENT FILE	RECORD STORA
90-59	Salary Timesheets	Plant Accounting	HC	II	1 Year + Current Year	2 Years
90-60	Sight Drafts	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audi 2 Years
90-61	Transmittal & Acknowledgement Slip	Plant Accounting	HC	IV	1 Year + Current Year	
90-62	Travel Expense Report Form	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audi 2 Years
90-63	UPS Service Register	Plant Accounting	HC	II	6 Years	
90-64	Use Tax Reports	Plant Accounting	HC	III	1 Year + Current Year	* Tax Audi 4 Years
90-65	Vendor Invoice (Excluding Fixed Capital Purchases)	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audi 4 Years
90-66	Vendor Invoices - Fixed Capital Purchases	Plant Accounting	HC	II	Permanent	

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*Tax Audit - See INDEX V.6.1

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-67	Batch Slips (All Parts)	Plant Accounting	HC	II	5 Years		5 Years
90-68	Budget Book, Forms & Changes	Plant Accounting	HC	II	* Tax Audit or 5 Years + Current Year (Longest of)		* Tax Audit or 5 Years + Current Year (Longest of)
90-70	Correspondence	- - - - - - - -	HC	- - -	Refer to	INDEX V.5.	
90-71	Cost Records - Standard Cost System (Forms, Reports, Sheets & Tapes)	Plant Accounting	HC	II	* Tax Audit or 6 Years + Current Year (Longest of)		* Tax Audit or 6 Years + Current Year (Longest of)
90-72	Maintenance Distribution	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-73	Manhours Worked Report	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year

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*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.11

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85	[X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS		

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (ACCOUNTING DEPARTMENT - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-74	Receipt Book (Petty Cash)	Plant Accounting	HC	II	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-75	Trial Balances	Plant Accounting	HC	I	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-76	Parcel Post Register	Plant Accounting	HC	III	1 Year + Current Year		1 Year + Current Year

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*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.16

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	DISTRIBUTION ADMINISTRATION						
90-101	Authorization for Return	Plant Distr. Admin.	HC	IV	1 Year + Current Year		1 Year + Current Year
90-102	Operating Report - A.P.W.C.	Plant Distr. Admin.	HC	IV	1 Year + Current Year		1 Year + Current Year
90-103	Operating Report - G.O.M.	Plant Distr. Admin.	HC	IV	1 Year + Current Year		1 Year + Current Year
90-104	Software Problem Log	Plant Distr. Admin.	HC	IV	1 Year + Current Year		1 Year + Current Year
90-105	Store Service Level Report	Plant Distr. Admin.	HC	IV	1 Year + Current Year		1 Year + Current Year
90-106	Variable Budget Work Sheet	Plant Distr. Admin.	HC	IV	1 Year + Current Year		1 Year + Current Year

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*Tax Audit - See INDEX V.6.1

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: *PLANT OPERATIONS (FACTORIES)*	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	FINISHED GOODS WAREHOUSE						
90-120	Bill of Lading - Typed	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-121	Bill of Lading - Original	Fin. Goods Warehouse	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-122	Interwarehouse Shipments	Fin. Goods Warehouse	HC	III	1 Year + Current Year		1 Year + Current Year
90-123	Lift Truck Pulldown Sheet	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-124	Master Check Sheet	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-125	Operating Report	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-126	Pallet Shipped Report	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-127	Pallets Received Inbound	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year

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CORPORATE RECORDS MANAGEMENT MANUAL

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (FINISHED GOODS WAREHOUSE - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-128	Pallets Shipped Outbound	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-129	Pallets Scrapped Report	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-130	Pic Pac	Fin. Goods Warehouse	HC	II	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-131	Order Picking Record	Fin. Goods Warehouse	HC	IV	1 Year		1 Year
90-132	Railroad Trailer Pickup	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-133	Returns to Factory (IBAR)	Fin. Goods Warehouse	HC	III	1 Year + Current Year		1 Year + Current Year
90-134	Shipment Destination	Fin. Goods Warehouse	HC	IV	1 Year		1 Year
90-135	Spur Sheet	Fin. Goods Warehouse	HC	IV	3 Months		3 Months

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☑ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (FINISHED GOODS WAREHOUSE - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-136	Stock Control Sheet	Fin. Goods Warehouse	HC	III	1 Year + Current Year		1 Year + Current Year
90-137	Tracers	Fin. Goods Warehouse	HC	II	1 Year + Current Year	* Tax Audit or 4 Years	* Tax Audit or 5 Years + Current Year (Longest of)
90-138	Tonnage Reports	Fin. Goods Warehouse	HC	IV	1 Year + Current Year		1 Year + Current Year
90-139	Transportation Label Request	Fin. Goods Warehouse	HC	IV	3 Months		3 Months
90-140	Truck & Carload Schedule	Fin. Goods Warehouse	HC	III	1 Year + Current Year		1 Year + Current Year
90-141	Warehouse Inventory - Stock Status Report	Fin. Goods Warehouse	HC	III	1 Year + Current Year		1 Year + Current Year
90-142	Wave Sheet	Fin. Goods Warehouse	HC	IV	3 Months		3 Months

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*Tax Audit - See INDEX V.6.1

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	MAINTENANCE AND SAFETY						
90-161	Maintenance Cards	Maintenance	HC	II	1 Year + Current Year	1 Year After Equipment Is Removed From Service	1 Year After Equipment Is Removed From Service
90-162	Maintenance Work Order	Maintenance	HC	III	* Tax Audit or Life of Equipment (		Longest of)
90-163	Mechanical Stores Requisition	Maintenance	HC	III	3 Years + Current Year		3 Years + Current Year
90-164	OSHA Records	Maintenance	HC	II	Permanent		Permanent
90-165	Pollution Correspondence	Maintenance	HC	II	Permanent		Permanent
90-166	Propane and Boiler Reports	Maintenance	HC	II	1 Year + Current Year		1 Year + Current Year
90-167	Safety Correspondence	Maintenance	HC	II	10 Years + Current Year		10 Years + Current Year
90-168	State Inspection Reports on Elevators, etc.	Maintenance	HC	II	3 Years + Current Year		3 Years + Current Year

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*Tax Audit - See INDEX V.6.1

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLAC DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION	
					DEPARTMENT FILE	RECORD STORA
	PLANT MANAGER					
90-181	Expense Appropriation	Plant Manager or Controller	HC	II	Permanent	(Also See V.1C
90-182	Factory Weekly Operating Report , Management/MIS Reports	Plant Manager	HC	II	1 Year + Current Year	
90-183	Fixed Capital Appropriation	Plant Manager	HC	II	Permanent	
90-184	Local Authority Report	Plant Manager	HC	III	1 Year + Current Year	
90-185	Environmental Records (Manifests, Reports, Etc.)	Plant Manager	HC	II	Refer to INDEX	V.120.1 - E
90-186	Legal Records	Plant Manager	HC	II	Permanent	
90-187	Public Liability Records	Plant Manager	HC	I	Permanent	

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*Tax Audit - See INDEX V.6.1

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SUB-SUBJECT: *PLANT OPERATIONS (FACTORIES)*	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	PRODUCTION CONTROL						
90-201	Batches Ground Report	Production Control	HC	II	1 Year + Current Year		1 Year + Current Year
90-202	Batches Holding for Labels	Production Control	HC	III	1 Year + Current Year		1 Year + Current Year
90-203	Batch Slip Request	Production Control	HC	III	1 Year + Current Year		1 Year + Current Year
90-204	Daily Filling Report	Production Control	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
90-205	Daily Movement Sheet	Production Control	HC	III	1 Year + Current Year		1 Year + Current Year
90-206	Grinding Schedule	Production Control	HC	II	1 Year + Current Year		1 Year + Current Year
90-207	Label Area Report	Production Control	HC	III	1 Year + Current Year		1 Year + Current Year
90-208	Management Report	Production Control	HC	II	1 Year + Current Year	1 Year	2 Years + Current Year

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*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PRODUCTION CONTROL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-209	Production Reports and Forms	Production Control	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
90-210	Raw Material & Package Use	Production Control	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-211	Relabel & Refill Orders - Package Change Order (see Production/Batch Slip)	Production Control	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-212	Production/Batch Slip	Production Control	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-213	Scheduled Manufacturing Date	Production Control	HC	II	1 Year + Current Year		1 Year + Current Year
90-214	Table Report	Production Control	HC	II	1 Year + Current Year		1 Year + Current Year
90-215	Thindown Report	Production Control	HC	II	1 Year + Current Year		1 Year + Current Year
90-216	Work Center Chart	Production Control	HC	III	1 Year + Current Year		1 Year + Current Year

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*Tax Audit - See INDEX V.6.1

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SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS		

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PRODUCTION CONTROL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION	
					DEPARTMENT FILE	RECORD STORA
90-217	Rexes Drawn on Factory	Production Control	HC	II	1 Year + Current Year	

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*Tax Audit - See INDEX V.6.1

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SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (QUALITY ASSURANCE - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-251	Spoiled Batch and Product Recall Request	Quality Assurance	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
90-252	Sub-Standard Material Report	Plant Purchasing	HC	III	1 Year + Current Year		1 Year + Current Year
90-253	Supply Requisition	Quality Assurance	HC	III	1 Year + Current Year		1 Year + Current Year

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*Tax Audit - See INDEX V.6.1

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SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	PURCHASING Refer to INDEX V.100.301 - .305 PURCHASING AND MATERIAL CONTROL						

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*Tax Audit - See INDEX V.6.1

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SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	QUALITY ASSURANCE						
90-236	Add Slip Report	Quality Assurance	HC	III	1 Year + Current Year	2 Years	3 Years + Current Year
90-237	Audit Report Filling	Quality Assurance	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
90-238	Audit Sample (Bench Record) Reports	Quality Assurance	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-239	Audit Storage Sample (Actual Batch Sample)	Quality Assurance	HC	II	3 Years		3 Years
90-240	Batch Slip Approval Sheet	Quality Assurance	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-241	Coatings Materials - Manufacturer's Product Identity Certification Record	Quality Assurance	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-242	Daily Tank Report	Quality Assurance	HC	IV	1 Year + Current Year		1 Year + Current Year

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SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (QUALITY ASSURANCE - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-243	Management Report - Quality Control	Quality Assurance	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
90-244	Materials Testing & Receiving Report	Quality Assurance	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-245	Product Recall Request	Quality Assurance	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-246	Quality Assurance Laboratory Investigation	Quality Assurance	HC	I	1 Year + Current Year	4 Years	5 Years + Current Year
90-247	Quality Control Record	Quality Assurance	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-248	Raw Material Deliveries	Quality Assurance	HC	III	1 Year + Current Year	4 Years	5 Years + Current Year
90-249	Record Material Removed From Tank	Quality Assurance	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
90-250	Shading Base Requisition	Plant Purchasing	HC	III	1 Year + Current Year		1 Year + Current Year

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*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

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SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	STOCKKEEPING						
90-270	Batch Allocation Form	Stockkeeping	HC	IV	1 Year		1 Year
90-271	Emergency Stock Request	Stockkeeping	HC	IV	3 Months		3 Months
90-272	New Product Announcement	Stockkeeping	HC	IV	3 Months		3 Months

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*Tax Audit - See INDEX V.6.1

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SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	TECHNICAL SERVICE						
90-285	Evaluations Report	Technical Service	HC	III	1 Year + Current Year	4 Years	5 Years + Current Year
90-286	Lab Development Report	Technical Service	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-287	Maintenance System	Technical Service	HC	III	1 Year + Current Year	4 Years	5 Years + Current Year
90-288	Raw Material Maintenance	Technical Service	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-289	Specification for Purchased Material - Technical Data Typical Properties (Also, see INDEX V.100 - PROCUREMENT - PURCHASING AND MATERIAL CONTROL)	Cleveland Technical Center	HC	III	Until Superseded		After Superseded Destroy By Burning or Shredding
90-290	Technical Call Report	Technical Service	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year

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*Tax Audit - See INDEX V.6.1

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SUBJECT:	DATE EFFECTIVE:	REPLACES:
RECORD RETENTION SCHEDULE	3/25/85 ☒ NEW ISSUE ☐ REVISED	DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (TECHNICAL SERVICE - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-291	Temporary Raw Material Codes	Technical Service	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year
90-292	Time Sharing Input Formula	Technical Service	HC	II	1 Year + Current Year	4 Years	5 Years + Current Year

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85	[X] NEW ISSUE [ ] REVISED	REPL DATE
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS		

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTI	
					DEPARTMENT FILE	RECOR STO
	SECURITY AND PLANT PROTECTION					
90-310	Access Authorizations	Plant Security	HC	III	1 Year	
90-311	Badge or Pass Records	Plant Security	HC	II	1 Year After Record Becomes Inactive or Superseded	
90-312	Company Identification Card	Plant Security	HC	II	Until Termination of Employee	
90-313	Equipment Maintenance Files	Plant Security	HC	III	1 Year	
90-314	Gate Passes	Plant Security	HC	III	1 Month	
90-315	Investigation Reports	Plant Security	HC	II	3 Years	
90-316	Lock and Key Accountability & Control Files	Plant Security	HC	II	1 Year	
90-317	Material & Package Pass Authorization	Plant Security	HC	III	6 Months	

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.48

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PLANT SECURITY - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-318	Pass Logs Recording Entry of Vehicles Delivering Materials	Plant Security	HC	III	3 Months After Last Entry In Log		3 Months After Last Entry In Log
90-319	Pass Logs Recording Temporary Passes or Badges	Plant Security	HC	III	1 Year		1 Year
90-320	Patrol & Guard Force Incident Reports & Intrusion Logs	Plant Security	HC	II	1 Year		1 Year
90-321	Patrol & Guard Force Report Files	Plant Security	HC	III	6 Months		6 Months
90-322	Reports of Plant Surveys	Plant Security	HC	III	1 Year		1 Year
90-323	Schedules/Shift (Guards)	Plant Security	HC	III	6 Months		6 Months
90-324	Security Correspondence & Data	Plant Security	HC	III	1 Year		1 Year
90-325	Special Orders (Guard)	Plant Security	HC	II	1 Year After Expiration		1 Year After Expiration
90-326	Vehicle Control Logs	Plant Security	HC	III	3 Months After Last Entry		3 Months After Last Entry

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*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPL DATE
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PLANT SECURITY - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTI	
					DEPARTMENT FILE	RECOR STO
90-327	Visitor Registers	Plant Security	HC	II	1 Year	
90-328	Visitor Registration Forms	Plant Security	HC	III	6 Months	

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.51

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	PERSONNEL AND MEDICAL						
90-351	Absentee Reports (Hourly & Salaried)	Plant Personnel	HC	III	1 Year + Current Year	2 Years	3 Years + Current Year
90-352	Accident Reports	Plant Personnel	HC	II	Permanent		Permanent
90-353	Affirmative Action Plan (NOTE: KEEP "LETTERS OF COMMENT" PERMANENTLY)	Plant Personnel	HC	III	6 Years After Cancellation or Superseded, Providing No Litigation Pending or In Progress		6 Years After Cancellation or Superseded, Providing No Litigation Pending or In Progress
90-354	Attendance Record (Hourly & Salaried)	Plant Personnel	HC	II	1 Year + Current Year	2 Years	3 Years + Current Year
90-355	Awards (Merit, Patent, Service, Performance, etc.)	Plant Personnel	HC	II	* Tax Audit or 5 Years After Termination (Longest of)		* Tax Audit or 5 Years After Termination (Longest of)
90-356	Beneficiary Change	Plant Personnel	HC	I	Permanent		Permanent

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

0007-SWP-000121087

SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REF DAT
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PERSONNEL & MEDICAL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENT DEPARTMENT FILE	RETENT RECO ST
90-357	Career Development	Plant Personnel	HC	III	Permanent Until Terminated	
90-358	Career Profile	HRIC	HC	III	1 Year After Superseded	
90-359	Check Release	Plant Personnel	HC	III	3 Years + Current Year	
90-360	Continuous Service History Records	Plant Personnel	HC	II	Permanent - Send	to Cor Upon T
90-361	Death Claim Records	Plant Personnel	HC	II	Permanent	
90-362	Departmental Monthly Safety Meeting	Plant Personnel	HC	III	7 Years	
90-363	Departmental Safety Inspection (Also Refer to INDEX V.90.25 - MAINTENANCE & SAFETY)	Plant Personnel	HC	II	7 Years	
90-364	Disability Folders	Plant Personnel	HC	II	Permanent	

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*Tax Audit - See INDEX V.6

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.53

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
	PERSONNEL & MEDICAL - CONT.)						
90-365	Disability Due to Pregnancy	Plant Personnel	HC	II	Permanent		Permanent
90-366	Disclosure Documentation (Form or Logs) - Access to Privacy Records	Plant Personnel	HC	II	5 Years from Date of Disclosure		5 Years from Date of Disclosure
90-367	Disability Verification	Plant Personnel	HC	II	Permanent		Permanent
90-368	EEO-1 Employer Information Report	Plant Personnel	HC	III	10 Years		10 Years
90-369	Employee Profile	HRIC	HC	III	1 Year		1 Year
90-370	Employee Rating Form	Plant Personnel	HC	III	5 Years		5 Years
90-371	Employees Retirement Plan Records	Plant Personnel	HC	II	Permanent		Permanent
	Employment Applications:						
90-372	- Hires	Plant Personnel	HC	II	Active - Permanent		* Tax Audit or Termination (Longest of)
90-373	- Non-Hires	Plant Personnel	HC	III	1 Year + Current Year		1 Year + Current Year

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*Tax Audit - See INDEX V.6.1

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CORPORATE RECORDS MANAGEMENT MANUAL

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85	[X] NEW ISSUE [ ] REVISED	RE DA
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS		

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PERSONNEL & MEDICAL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETEN DEPARTMENT FILE	REC ST
90-374	Employment and/or Non-Disclosure Agreement	Plant Personnel	HC	II	4 Years After Termination	
90-375	Grievances - Employee	Plant Personnel	HC	II	15 Years	
90-376	Hourly Personnel Requisition	Plant Personnel	HC	III	1 Year - Providing No Litigation Pending or In Progress	
90-377	Insurance Plans - (Health & Life) Conversions	Plant Personnel	HC	II	6 Years	
90-378	Job Descriptions	Plant Personnel	HC	II	4 Years After Termination	
90-379	Job Postings (Posting of Job Availability)	Plant Personnel	HC	III	1 Year - Providing No	

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*Tax Audit - See INDEX V.6

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CORPORATE RECORDS MANAGEMENT MANUAL

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PERSONNEL & MEDICAL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-380	Job Requisitions	Plant Personnel	HC	III	1 Year - Providing No Litigation Pending or In Progress		1 Year - Providing No Litigation Pending or In Progress
90-381	Leave of Absence	Plant Personnel	HC	II	Permanent		Permanent
90-382	Life Insurance Cards - Duplicates (Originals Sent to Employee Benefits, Cleveland)	Corporate Employee Benefits	HC	III	Active - Permanent		After Termination
90-383	Loss Offense and Incident Report	Corporate Loss Prevention	HC	III	2 Years + Current Year		2 Years + Current Year
90-384	Loss Prevention Policy	Plant Personnel	HC	II	Permanent		Permanent
90-385	Medical Records	Plant Personnel	HC	II	Permanent		Permanent
90-386	New Hire Forms	Plant Personnel	HC	II	Active - Permanent		3 Years After Termination
90-387	OSHA Records	Plant Personnel	HC	II	6 Years + Current Year		6 Years + Current Year

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*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.56

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 ☒ NEW ISSUE ☐ REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PERSONNEL & MEDICAL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-388	Performance Analysis	Plant Personnel	HC	III	5 Years		5 Years
90-389	Performance Appraisal	Plant Personnel	HC	II	5 Years		5 Years
90-390	Personal Identification	Plant Personnel	HC	II	3 Years After Termination		3 Years After Termination
90-391	Personnel Benefits Roster	Corporate Employee Benefits	HC	III	1 Year + Current Year		1 Year + Current Year
90-392	Personnel Files (Including: Active, Deceased, Inactive, Part-Time, Pensioned/Retirees, Separated/Terminated)	Plant Personnel	HC	I	Permanent		Permanent
90-393	Personnel File - Transfers	Plant Personnel	HC	I	Send to Transferred Location		
90-394	Personnel Requisition	Plant Personnel	HC	III	1 Year - Providing No Litigation Pending or In Progress		1 Year - Providing No Litigation Pending or In Progress

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.57

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PERSONNEL & MEDICAL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-395	Physical Examination Files (Including pre-Employment Physical Examinations)	Plant Personnel	HC	II	See "Medical Files"		
90-396	Progression Slip	Plant Payroll	HC	II	Send to Plant Payroll		
90-397	Rate Change & Transfer Form	Plant Payroll	HC	II	Send to Plant Payroll		
90-398	Record of Disciplinary Action	Plant Personnel	HC	II	15 Years		15 Years
90-399	Retirement Plan - Plant Copy (Original to Corporate Employee Benefits)	Corporate Employee Benefits	HC	IV	1 Year + Current Year		1 Year + Current Year
90-400	Salaried Benefit Decision	Corporate Employee Benefits	HC	IV	No Longer Than Useful		
90-401	Salary Continuation Record	Plant Personnel	HC	II	Permanent		Permanent
90-402	Seniority Lists	Plant Personnel	HC	II	Permanent		Permanent
90-403	Separation Notice & Agreements (Keep in Employee Personnel File)	Plant Personnel	HC	II	Permanent		Permanent

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

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SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PERSONNEL & MEDICAL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-404	Statement of Disability Payments	Plant Personnel	HC	II	Permanent		Permanent
90-405	Stock Purchase Plan - Employee (Original to Corporate Employee Benefits)	Corporate Employee Benefits	HC	III	No Longer Than	Useful	
	Stock Purchase Reports:						
90-406	- HM101040	Corporate Employee Benefits	HC	III	3 Months		3 Months
90-407	- SP23	Corporate Employee Benefits	HC	III	6 Months		6 Months
90-408	Telephone Reference Check	Plant Personnel	HC	III	2 Years		2 Years
90-409	Tuition Aid Plan (Application)	Plant Personnel	HC	II	* Tax Audit or Permanent Until Termination (Longest of)		* Tax Audit or Permanent Until Termination (Longest of)

Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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SHERWIN WILLIAMS

CORPORATE RECORDS MANAGEMENT MANUAL

INDEX: V.90.59

SUBJECT: RECORD RETENTION SCHEDULE	DATE EFFECTIVE: 3/25/85 [X] NEW ISSUE [ ] REVISED	REPLACES: DATE:
SUB-SUBJECT: PLANT OPERATIONS (FACTORIES)	DISTRIBUTION: ALL PLANTS	

RECORD CONTROL NO.	TITLE OR DESCRIPTION OF RECORD (PERSONNEL & MEDICAL - CONT.)	DEPARTMENT RESPONSIBLE FOR MAINTAINING RECORD COPY	FORMAT	RECORD CLASS	RETENTION PERIOD		
					DEPARTMENT FILE	RECORD CENTER STORAGE	DESTROY AFTER
90-410	Twenty-Five Year Service Record	Plant Personnel	HC	III	* Tax Audit or 5 Years (Longest of)		* Tax Audit or 5 Years (Longest of)
90-411	Vacation Requests & Records	Plant Personnel	HC	II	8 Years + Current Year		8 Years + Current Year
90-412	Vacation Schedules	Plant Personnel	HC	III	1 Year + Current Year		1 Year + Current Year
90-413	Warning Notice	Plant Personnel	HC	II	15 Years		15 Years
90-414	Withholding Exemption Certificates (Federal & State)	Plant Personnel	HC	II	* Tax Audit or 4 Years After Termination or Superseded (Longest of)		* Tax Audit or 4 Years After Termination or Superseded (Longest of)
90-415	Work History	Plant Personnel	HC	I	Permanent		Permanent

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Approved - Manager, Records Management

*Tax Audit - See INDEX V.6.1

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