PLAINTIFF'S EXHIBIT
BEA-65
PENGAD-Bayonne, N.J.

Beazer

RECORD RETENTION MANUAL

REVISED
JUNE 1990

BEAZER EAST, INC.
RECORD RETENTION MANUAL
(REVISED JULY 1990)

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BEAZER RECORD RETENTION

JUNE 1990

Beazer Records Retention Objectives

Beazer record retention seeks to satisfy these objectives:

1. Records shall be retained as long as needed for successful business operations.
2. Records shall be retained as long as needed to fulfill obligations under law and to customers, employees and the public.
3. Records of archival value shall be retained permanently.
4. Records shall be destroyed promptly after the above objectives have been met.

Policy Statement

A retention period will be established for all records. Records identified as vital will be protected from loss and retained until their retention period expires, and then destroyed.

NOTE: THIS RECORD RETENTION POLICY APPLIES ONLY TO RECORDS RETAINED IN CONNECTION WITH THE ONGOING OPERATIONS OF BEAZER. ANY AND ALL DOCUMENTS RELATING TO FORMER BEAZER/KOPPERS COMPANY, INC. PLANTS AND OPERATIONS SHOULD BE RETAINED UNTIL FURTHER NOTICE.

Definition of Records

The term "Records" means all media containing language, numeric, graphic or other information which are created or received in the course of company business. These media include but are not limited to correspondence, memoranda, forms, reports, checks, journals, ledgers, legal instruments, computer printouts, drawings, maps, photographs, micrographics, cards, punched cards, electronic media (tape, disks, diskettes and voice recordings). A single such media will be called a document if paper; a frame if micrographic; or a record if electronic. Plural documents, frames or records, fastened or otherwise placed together in sequence, may be called a file. Organized collections of documents or files, assembled into file series, may be called a file station. Records removed from file station for storage will be sent to the record center at Boyers, PA.

Records Retention Committee

The committee on records retention ("Committee") has a master retention list with accompanying detailed policy forms for those records and documents for which retention dates have been established. The list will be supplemented from time to time as additional records are reviewed. All questions regarding records not covered in the master list should be referred to the Committee. As of this date, the Committee consists of:

Chairman - Dean F. McAllister

Members -	Jill M. Blundon	Robert A. Hannan
	David J. Feals	Thomas R. Zurchin
	Alan K. Brown	Thomas F. Kasunich

Authority to implement matters relating to records retention shall be exercised by the Committee. The Committee shall be chaired by a member of senior management, and shall have as permanent members a lawyer and members representing Tax, Finance, Human Resources, Environmental, and Operations. The Committee shall usually include, as a temporary member, a representative from each department whose records are under discussion at a particular meeting. The Committee shall decide how long to keep records; how to protect records; and company record keeping policy. Minutes of Committee decision will be filed with the Records Administrator.

Records Administrator

The Records Administrator shall perform the staff work of the Committee. Duties include drafting and coordinating approvals of retention schedules; publishing approved schedules and updating the records manual; and recording Committee decisions.

Operational Reviews of Retention Schedules

New or revised schedules shall be reviewed by the department and/or function group maintaining the records, to meet practical operating needs. The Records Administrator will review schedules with concerned levels of managers, supervisors and other employees.

Record Retention Manual

The records retention manual contains the general policy for records retention as well as retention schedules that list specific records and set forth retention periods. The Records Administrator shall maintain a complete set of manual pages with copies distributed to each department or functional group.

Department Representatives

Each department or functional group shall appoint a person to serve as liaison with the Records Administrator. Their responsibilities shall include maintaining an up-to-date sender's manual; monitoring retention of records in compliance with record retention manual; shipping records to the records center; and other assistance as needed.

DEPARTMENT REPRESENTATIVES

CORPORATE CONTROL AND ADMINISTRATION	
ACCOUNTING	Thomas S. Hay
ENVIRONMENTAL AND SPECIAL PROJECTS	
PROJECTS	David R. Kerschner
EXECUTIVE	
ADMINISTRATION	Virginia M. Emanuele
HUMAN RESOURCES	
BENEFITS	James Guerriero
PAYROLL	Keith J. Bruckner
LABOR RELATIONS	John F. Franckhauser
HUMAN RESOURCES PLANNING	James R. Morrisey
PUBLIC RELATIONS	Gerald B. Wellner
INSURANCE	
RISK	Jack D. Gallie
INTERNAL AUDITING	
AUDITOR	Beverly K. Yakubisin
LEGAL SERVICES	
GENERAL CORPORATE	George Carroll
ENVIRONMENTAL	Billie S. Nolan
ANTITRUST	Thomas F. Reid
LITIGATION	Mary D. Wright
MANAGEMENT INFORMATION SYSTEMS	
MIS	Robert J. Zupsic
OPERATIONS	
SAFETY	Richard L. Seago
MARKET RESEARCH	Jane C. Snyder
REAL ESTATE	James B. Springfield

DEPARTMENT REPRESENTATIVES

PURCHASING	
PURCHASING AGENT	Thomas F. Kasunich
RECORD RETENTION	
CORPORATE RECORD ADMINISTRATOR	Thomas F. Kasunich
TAX SECTION	
FEDERAL TAXES	Donna M. Huber
TREASURY	
ASSISTANT TREASURER	Claire M. Davis
NORTHEAST REGION	
V.P. AND REGIONAL CONTROLLER	Wayne L. Pysher
SOUTHEAST REGION	
REGIONAL CONTROLLER	Floyd T. Morgan
TIDEWATER CONSTRUCTION & CDK CONTRACTING	
EXECUTIVE V.P.	David J. Eastwood

Suspension of Retention Periods

Committee members may instruct the Records Administrator to suspend a retention period. Such suspension shall be approved by the Committee at its next regularly scheduled meeting following receipt of the request, and will expire exactly one year later, unless renewed or withdrawn by the Committee. During the suspension period, the Records Administrator shall direct the department representative and others concerned to ensure that the affected records are not destroyed.

F. C. Moore

F. C. Moore
President & CEO

Dean F. McAllister
Chairman, Records Retention Committee

Thomas F. Kasunich

Thomas F. Kasunich
Corporate Records Administrator

This guide describes the retention storage and destruction of original documents through the company. The records are grouped into functional categories, not departmental categories and listed in the guide in alphabetical order, along with the years/months of retention. Each unit which created documents will decide how documents will be retained. Thomas F. Kasunich, Records Administrator at 227-2918, will assist with policy and storage requests.

Only one original document should be retained. Extra copies of documents should not be retained. Procedures for preparation of documents for storage, transfer of documents to the storage facility, retrieval of documents, and the destruction of documents by the storage facility, are included at the end of the listing of documents and their retention period.

As an example of how you should interpret the legend on page 9 of this manual, and taking the first entry, "Accounts Payable-Vendor Invoices," you will note that those records are to be maintained on-site for "CY+1" which means the current calendar year plus one additional calendar year. At the end of that period, the records are to be shipped to Boyers where they will be maintained for an additional 6 years, making the "Total" 7 years. You will note that there is nothing listed in the "Review" column for this category of documents because these records are ones that will be destroyed at the end of their retention period at Boyers, thus making review unnecessary.

RECORD RETENTION GUIDE

CY=Current Year
ACT=Active
P=Permanent

OS=On Site
B=Boyers
T=Total Period Years

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	ACCOUNTING				
	ACCOUNTS PAYABLE				
	Accounts Payable-Vendor Invoices	CY+1	6	7	
	Accounts Payable-Ledgers	CY+1	6	7	
	Amortization Records	CY+1	6	7	
	Bills of Lading Air Freight Inbound Rail Truck	CY+1	6	7	
	Cash Disbursements	CY+1	6	7	
	Commission Statements	CY+1	6	7	
	Commission Registers	CY+1	6	7	
	Cost Accounting Records.	CY+1	6	7	
	Cost Sheets	CY+1	6	7	
	Cost Statements	CY+1	6	7	
	Credit Card Charge Slips	CY+1	6	7	
	Credit Card Statements	CY+1	6	7	
	Debit Advices	CY+1	6	7	
	Donations	CY+1	6	7	
	Expense Reports	CY+1	6	7	
	Petty Cash Reports	CY+1	6	7	
	Property Taxes	CY+1	6	7	
	Purchase Requisitions	CY+1	6	7	
	Royalty Payments	CY+1	6	7	
	Travel Expenses	CY+1	6	7	
	Unemployment Insurance Payments	CY+1	6	7	
	Vouchers	CY+1	6	7	
	Workers Compensation Insurance Payments	CY+1	6	7	

FORM #	TYPE OF RECORDS	ON SITE	BOYERS	TOTAL	REVIEW
	ACCOUNTING				
	ACCOUNTS RECEIVABLE				
	Accounts Receivable	CY+1	6	7	
	Accounts Receivable Ledgers	CY+1	6	7	
	Cash Ledgers	CY+1	6	7	
	Cash Journals	CY+1	P	P	10
	Cash Receipts	CY+1	6	7	
	Cash Sales Slips	CY+1	6	7	
	Collection Notices	CY+1	6	7	
	Collection Records	CY+1	6	7	
	Credit Advices	CY+1	6	7	
	Receipts	CY+1	6	7	
	Sales Receipts	CY+1	6	7	
	Uncollected Accounts	CY+1	6	7	
	Promissory Notes	ACT+1	19	20	10
	CAPITAL PROPERTY				
	Acquisitions	CY+1	P	P	10
	Capital Asset Records	CY+1	6	7	
	Depreciation Schedules	CY+1	6	7	
	Fixed Assets	CY+1	6	7	
	Material Transfer Files	CY+1	6	7	
	Mortgage payments	CY+1	6	7	
	Plant Ledgers	CY+1	P	P	10
	Property Detail Records	CY+1	P	P	10
	Property Inventory	CY+1	6	7	
	Property Sold	CY+1	P	P	10
	GENERAL				
	Account Ledgers	CY+1	P	P	10
	Accounting Procedures	CY+1	6	7	

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	ACCOUNTING				
	GENERAL				
	Balance Sheets	CY+1	6	7	
	Books of Accounts	CY+1	6	7	
	Credit Applications	CY+1	6	7	
	General Ledger, Annual	CY+1	P	P	10
	General Ledger, Monthly	CY+1	P	P	10
	Journal Entries	CY+1	P	P	10
	Journals	CY+1	P	P	10
	Registers	CY+1	6	7	
	Trial Balances	CY+1	6	7	
	ADMINISTRATION				
	GENERAL				
	Authorization Tables	1	P	P	10
	Appropriation Acquisitions/ Cash Expense Books	1	P	P	10
	Potential Acquisitions	1	6	7	10
	Chronological/Capital Stock/ Stockholders Matter	1	P	P	5
	Correspondence/Administration	1	2	3	
	Correspondence/Export-Import	1	6	7	
	Directives/Receipts-Deposits	1	P	P	10
	Non-Environmental Feasibilities Studies	1	2	3	
	Organization Charts	ACT			
	Policies	1	P	P	10
	Policy Statement	1	P	P	10

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	ADMINISTRATION				
	GENERAL				
	Procedure Manuals	1	P	P	10
	Reading Files	1			
	Tables of Authorizations	1	P	P	10
	PROPERTY FACILITIES				
	Building Permits	ACT+1	P	P	10
	Deeds	ACT+1	P	P	10
	Lease Abstracts	ACT+1	P	P	10
	Lease Acquisitions	ACT+1	P	P	10
	Maintenance Records	ACT+1	P	P	5
	Motor Vehicle Maintenance	ACT+1	P	P	5
	Motor Vehicle Records	ACT+1	P	P	5
	Office Improvements	1			
	Office Layouts	1			
	Property Summaries	1	P	P	10
	Property Titles	1	P	P	10
	Real Estate Records	1	P	P	10
	Easements	ACT+1	P	P	10
	Survey and Construction Drawings	1	P	P	10
	Lease/Purchase Agreements	ACT+1	P	P	10
	Lease/Subleases	ACT+1	P	P	10
	Appraisals	4			
	Repair Records	ACT			
	Water Rights	1	P	P	10
	Zoning Permits	ACT+1	P	P	5

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	RECORDS MANAGEMENT (BOYERS)				
	Computer Tape Indexes		P	P	10
	Record Destruction		P	P	10
	Records Inventory		P	P	10
	Record Management Procedure		P	P	10
	Record Manual		P	P	10
RC2-B	Record Storage Request		7	7	
	RECORD RETENTION CENTER (BOYERS)				
RC-76	Information and Description Label-Green Copy After Destruction		P	P	10
RC-4	Notice of Pickup for Storage		7	7	
RC-5	Retrieved Records Form Being Returned to Storage		7	7	
RRI-B	Beazer Record Retention OUT-Delivery Ticket Blue and White Copy		7	7	
	Computer Runs-Inventory		7	7	
	Year-End Billing		P	P	5
	Daily Data Transmitted From Scanner		7	7	
	Correspondence/Boyers		3	3	
	SECURITY				
	Badge Lists	ACT+1			
	Employee Clearance Listings	ACT+1			
	Visitor Registration	ACT+1			
	BUSINESS ORGANIZATION				
	Partnership Agreements	ACT+1	P	P	10
	SEC Filing	1	P	P	10
	Annual Reports	P		P	10
	Articles of Incorporation (Pgh)	P		P	10

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	BUSINESS ORGANIZATION				
	Board of Directors Meeting Minutes and Minute Books (Pgh)	P		P	10
	Board of Directors Meeting Notices (Pgh)	P		P	10
	Bond Register	ACT+1	P	P	10
	Bond Surety	ACT+1	P	P	10
	Bonds	1	P	P	5
	Bylaws	P	P	P	10
	Capital Stock Certificates	P	P	P	10
	Capital Stock Ledgers	1	P	P	10
	Capital Stock Records	1	P	P	10
	Capital Stock Sales	1	P	P	10
	Capital Stock Transfers	1	P	P	10
	Corporate Reorganizations	1	P	P	10
	Dividend Records	1	P	P	10
	Fidelity Bonds	ACT+1	19	20	
	Proxies Signed	1	P	P	10
	BUSINESS OPERATIONS				
	Quarterly Reports	1			
	Shareholders Meeting Minutes (Pgh)	1	P	P	10
	Shareholders Meeting Notices (Pgh)	1	P	P	10
	Shareholders Proxies	1	P	P	10
	Shareholders Listing of Voting Records	1	P	P	10

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	BANKING				
	Banking	CY+1	6	7	
	Bank Reconciliations	CY+1	6	7	
	Bank Statements	1	6	7	
	Check Registers	1	6	7	
	Check Stubs	1	6	7	
	Cancelled Checks	1	6	7	
	Deposit Slips	1	6	7	
	Check Copies	1	6	7	
	Wire Transfers	1	6	7	
	Bank Transfers Authorizations	1	6	7	
	GENERAL				
	External Non-Environmental Audit Reports	1	2	3	
	Internal Non-Environmental Audit Reports ORIGINAL COPY	1	P	P	
	Budget Work Papers	1			
	Budget 1-Yr	CY+1			
	Budget 5-Yr	CY+5	4	10	
	Financial Plan	ACT			
	Annual Financial Report	1	P	P	10
	Monthly Financial Report	1			
	Financial Statement	1	P	P	10
	Forecast 1-Yr	CY+1			
	Forecast 5-Yr	CY+5	4	10	
	Profit and Loss Statement	1	P	P	10
	Profit Report	1	2	3	

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	INVESTMENTS/INSURANCE				
	Bond Investments	1	6	7	
	Future Investments	1	6	7	
	Active Insurance Policies	1	P	P	10
	Cancelled Insurance Policies	1	P	P	10
	Property Inventory	1	6	7	
	Investments	1	6	7	
	Letters of Credit	1	19	20	10
	Mortgage Records	1	19	20	10
	Cancelled Notes	1	19	20	10
	Outstanding Notes	1	19	20	10
	Paid Notes	1	19	20	10
	Options Contracts	ACT÷1			
	Options and Futures	1	6	7	
	Security Sales	1	6	7	
	Stock Investments	1	6	7	
	Casualty Claim Files	ACT+1	14	15	10
	Insurance Certificates	ACT+1	P	P	10
	Claims-Loss, Damage and Freight Overcharges	1	P	P	10
	LEGAL				
	Contract Administration Agreements	ACT+1	6	7	
	Contract Audits	ACT+1	P	P	10
	Buy/Sell Agreements	ACT+1	P	P	.10
	Contract Cost Analysis	ACT+1	P	P	10
	Contract General	ACT+1	P	P	10
	Contract Compliance	ACT+1	19	20	10

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	LEGAL				
	Contract Documentation	ACT+1	19	20	10
	Contracts, Government	ACT+1	19	20	10
	CONTRACT ADMINISTRATION				
	Contract Property Improvement	ACT+1	P	P	5
	Contract Negotiated Charges, Specifications, Procedures, and Correspondence	ACT+1	P	P	10
	Title Documentation	1	19	20	10
	Warranties	ACT+1	24	25	10
	Other Financing and Debt Agreements	ACT+1	19	20	
	GENERAL				
	Patents	1	P	P	10
	Patent Agreements	ACT+1	P	P	10
	Patent Applications	ACT			
	Trademark Records	1	P	P	10
	Antitrust Compliance Guidebooks	1	P	P	10
	Antitrust Compliance Guidebook Receipts	1	P	P	10
	Legal Complicance Certificates	1	P	P	10
	TAX COMPLIANCE				
	Payroll Tax Filings	3	4	7	
	Excise Tax Filings	3	4	7	
	Federal Income Tax Filings	3	4	7	
	Sales and Use Tax Filings	3	4	7	
	State Income Tax Filings	5	3	8	
	Tax Return Motor Fuel	3	4	7	
	Tax Return Property	5	3	8	

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	TAX COMPLIANCE				
	LITIGATION CLAIMS				
	Court Records	ACT	7	7	
	Grievances	ACT+1	4	5	
	PURCHASING				
	Bids Accepted	ACT+1	P	P	10
	Bids Rejected	1			
	Catalogs	ACT			
	Price Lists	ACT+1			
	Purchase Orders	CY+1	6	7	
	Quotations	CY+1			
	Receiving Documents	1			
	Vendor Literature	ACT			
	Requisitions	CY+1	6	7	
	ENVIRONMENTAL				
	Records Related to the Manufacture, Transportation, Use, Testing, Treatment, Storage and Disposal of Hazardous Substances/Materials/Wastes	3	27		10
	Records Related to the Manufacture, Transportation, Use, Testing, Treatment, Storage and Disposal of Solid Wastes	3	27		10
	Environmental Work place, Biological Monitoring Results	CY	P	P	10
	Material Safety Data Sheets	CY	P	P	10
	Medical Surveillance	CY	30		10
	Air Emission Records	2	30		5

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	ENVIRONMENTAL				
	Air Pollution Control Equipment Records	2	30		5
	Hazardous Waste Generator Annual Report/Exceptions Report	3	27		5
	Hazard Communications	1	29	30	10
	Contingency Plans (SPCC)	ACT	20	30	10
	Maps, Photos	ACT	30	30	10
	Permits and Related Documents	ACT	30	30	10
	Correspondence/Environmental	CY	30	30	10
	Closure Plans	ACT	30	30	10
	Technical Reports	CY	29	30	10
	Consent Orders, Consent Decrees, Unilateral Orders, Notices of Violation, Warning Letters, etc., and Related Documents	ACT	29	30	10
	MARKET RESEARCH				
	Market Research Data	ACT			
	Market Studies	ACT	30	30	
	PERSONNEL				
	Actuarial Records	1	6	7	
	Disability Records	1	P	P	10
	Educational Assistance Files	1	6	7	
	Employee Benefits	ACT+1	6	7	
	Employee Relocations	1	6	7	
	Employee Stock Purchase Agreements	ACT+1	6	7	
	Incentive Plans	ACT+1	6	7	
	Pension Plan Vesting Files	ACT+1	P	P	10
	Pension Plans	ACT+1	6	7	

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	PERSONNEL				
	Employee Savings Plans	ACT+1	6	7	
	Retirement Benefits	ACT+1	P	P	10
	Service Records	1	P	P	10
	Sick Leave Benefits Accrued	ACT+1	6	7	
	Years of Service	ACT+1	P	P	10
	Affirmative Action Plan	1		1	
	Report EEO-1	1	P	P	10
	Vets - 100	1	P	P	10
	GENERAL				
	Arbitration Decision	1	7	7	
	Attendance Records	1	P	P	5
	Collective Bargaining Agreement	1	ACT+9	20	10
	Employee Manuals	1	P	P	10
	Job Descriptions	1	P	P	10
	Labor Union Contracts	ACT	P	P	10
	Labor Union Meetings	1	2	3	
	HEALTH AND SAFETY				
	Accident Reports	1	6	7	
	Audiometric Tests	1	2	3	
	Damage Reports	1	5	6	
	Elevator Certification	ACT			
	Emergency Action Plans	ACT			
	Industrial Hygiene Monitoring Records	1	P	P	10
	Industrial Hygiene Testing Methodology	1	P	P	10
	Industrial Hygiene Testing Reports	1	P	P	10

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	PERSONNEL				
	HEALTH AND SAFETY				
	Industrial Hygiene Testing in Workplace	1	P	P	10
	Fire Extinguisher Records	1			
	Fire Prevention Programs	ACT			
	Health and Safety Bulletin	1	6	7	
	Health Insurance Claims	ACT	6	7	
	Injury Reports	1	6	7	
OSHA200	Log Accidents	1	6	7	
OSHA200	Log Injury	1	6	7	
	Employee Medical Records	CY	P	P	10
	Employee Exposure Records	CY	P	P	10
	Noise Exposure Measurement	1	P	P	10
	Radiation Exposure Records	1	P	P	10
	Safety Records	1	P	P	10
	Safety News Letter	1	6	7	
OSHA101	Supplementary Records	1	6	7	
	PERSONNEL ACTIONS				
	Applications Hired	ACT	P	P	10
	Applications Rejected	1			
	Apprenticeships Records	ACT			
	Employee Personnel Files (Including Evaluations, History, Appraisal)	ACT	P	P	10
	Job Layoff Records	ACT	P	P	10
	Personnel Actions	ACT	P	P	10
	Personnel Files: Terminated	1			
	Filmed-Hard Copy to Boyers		10	10	
	Copy Microfilm to Boyers		P	P	

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	PERSONNEL				
	PERSONNEL SALARY ADMINISTRATION				
	Bonuses	1	5	6	
W-2	W-2	1	P	P	5
W-4	W-4	1	P	P	5
	Payroll Deductions	1	6	7	
	Time Cards	1	P	P	10
	Time Sheets Regular and Overtime	1	P	P	10
	PAYROLL				
	Garnishments Accounting	CY+1	6	7	
	Garnishments Orders	ACT	6	7	
	Payroll Checks	CY+1	6	7	
	Payroll History	1	P	P	10
	Payroll Records	CY+1	P	P	10
	Payroll Registers	CY+1	P	P	10
	Payroll Details	CY+1	P	P	10
	PRODUCTION DEVELOPMENT				
	Blue Prints	ACT			
	Design Records	1	P	P	10
	Engineering Records	ACT			
	Laboratory Records	1	P	P	10
	Production Design Specifications	1	P	P	10
	Product Testing	1	P	P	10
	Research Records	1	P	P	10
	Testing Reports	1	P	P	10

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	PRODUCTION DEVELOPMENT				
	PRODUCTION				
	Inspection Records	1	P	P	10
	Production Inventory	1	6	7	
	Production Cost	1			
	Production Reports	1			
	Production Specifications	ACT			
	Quality Control Reports	1	6	7	
	Warehouse Inventory Records	1	6	7	
	Work Orders	ACT			
	Work Status Reports	1			
	PUBLIC RELATIONS				
	Advertising	CY+1			
	Artwork	1	2	3	
	Customer Complaints	ACT	6	7	
	Government Document Files	ACT			
	Legislation Pending	ACT			
	Mail Lists	ACT			
	Media Packets	ACT			
	News Releases	P	P	P	5
	News Internal	CY+1	1	2	
	Newspaper Clippings	P	P	P	5
	Publicity Photographs	P	P	P	5
	Slide Presentations	P	P	P	5
	Speeches	1	P	P	5

FORM #	TYPE OF RECORD	ON SITE	BOYERS	TOTAL	REVIEW
	SALES				
	Back Orders	1			
	Customer Credit Files	ACT			
	Customer Lists	ACT			
	Market Plans	CY+5		5	
	Orders	ACT+1	P	P	10
	Order Acknowledgements	ACT+1	P	P	10
	Bids - Unsuccessful	1			
	- Successful	ACT+1	P	P	10
	Price List	ACT			
	Sales Records	ACT+1	6	7	
	SHIPPING AND TRANSPORTATION				
	Bills of Lading	CY+1	6	7	
	Export Declarations	CY+1	1	2	
	Freight Records	CY+1	6	7	
	Packing Lists	CY+1	6	7	
	Shipping Instructions	CY+1	6	7	
	Shipping Manifests	CY+1	6	7	
	Shipping Tickets	CY+1	6	7	
	Way Bills	CY+1	6	7	

Packaging

For transfer to and from storage at Boyers, all common type archive records, and all paper copies of special type archive records, shall be filed in specially constructed corrugated boxes.

Standard Record Boxes

All common type archive records and all paper copies of special type archive records (except cancelled checks, certain card records, oversized ledgers and oversized loose forms) shall be filed in specially constructed corrugated boxes (with lids) having an inside bottom dimension of approximately 12" x 15" and an inside height of about 10". This box (to be known as The Standard Record Box) will receive crosswise, standard file folders (or lengthwise, legal size file folders.) Placed upright as in an ordinary file drawer, it will also receive standard size bond ledgers and reports. An example of the box is on pages 28,29.

Lid-Type Card Record Boxes

Cancelled checks, tabulating cards and other card records not larger than 3-3/8" x 8-1/2" for transfer to Boyers Record Center shall be filed in specially constructed corrugated boxes (with lids) having an inside bottom dimension of approximately 8-1/2" x 15" and an inside height of about 3-1/2". An example of the box is on page 30.

Storage Labels

Storage labels may be obtained from the Beazer Record Center by submitting a Record Storage Request (Form #RC2-B) to Beazer Record Center, 1022 Koppers Building, phone number (412) 227-2918. An example of the form is on page 31.

A barcoded label will be printed by the Record Center computer assigning the label a Sender Number which is made up by a division number, location number, the current year and a box number. The computer also assigns an address to the box consisting of a station, section, shelf and position.

There are two types of labels, both having form #RC-76.

PERMANENT - Red Label — There is an example on page 32.

NON-PERMANENT - Blue Label — There is an example on page 33.

When the sender receives the form RC-76, the label will have the Sender Number printed on the top, and directly above, the Sender Number will also appear in barcode. Follow the instructions as they appear on the examples.

In addition to the above labels, the sender will receive a shipping label to be placed on the outside of the box for shipment to the mines. An example is on page 34.

Pickup For Storage

When the boxes are ready to be shipped to the mine, a Notice of Pickup for Record Storage (form #RC4-B) should be sent to the Record Center Office, K-1022. Only then will the Record Center personnel pick up the boxes and take them to the mine for storage. An example of the form is on page 35. Follow the instructions as they appear on the example.

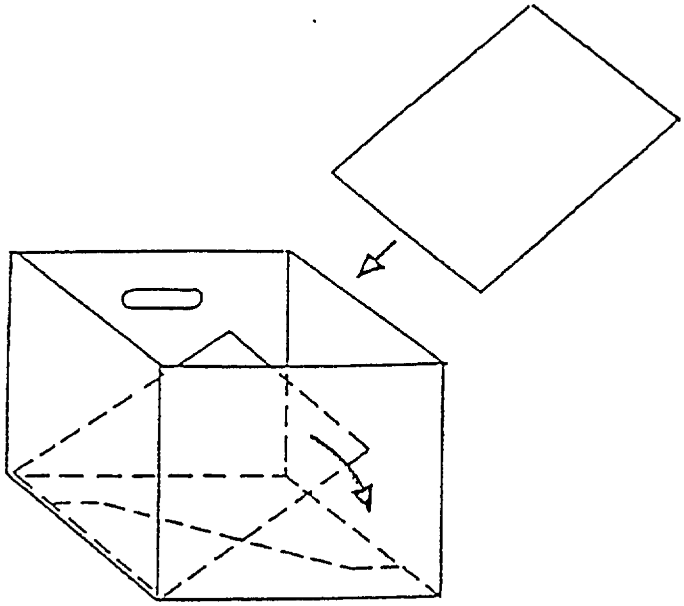
Retrieving Records From Storage

When a box is needed from storage, a Record Retrieval Request (form #B-73) should be sent to the Record Center Office, K-1022. The Record Center personnel will process the request and the box will be delivered on the next regularly scheduled day. An example of the form is on page 36. Follow the instructions as the appear on the example.

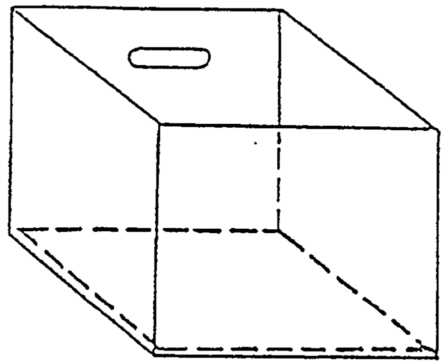
<u>Out Sheets - Record Retention Delivery Tickets</u>

When a box is being called back from the mine for retrieval, the Record Center personnel fills out a Record Retention Delivery Ticket (Form #RRI-B). This form is then signed and dated by the recipient of the box. An example of the form is on page 37.

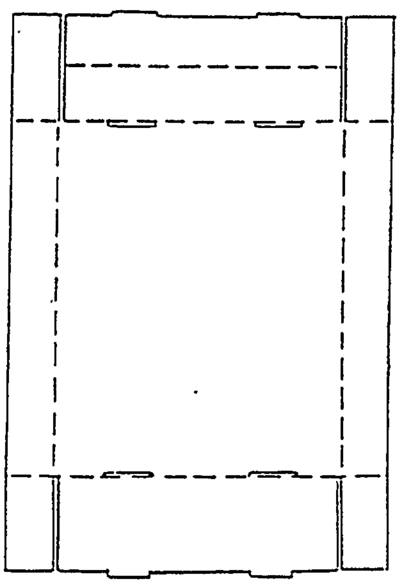
STANDARD RECORD BOX (continued)



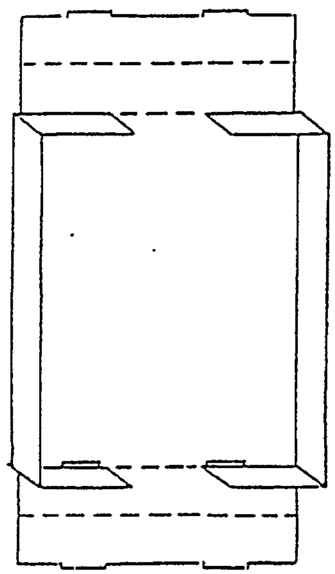
The inner bottom board is inserted and pressed down firmly against the folding bottom sections, especially at all corners and edges.



Thus the inner bottom board provides a ridged support, securely holding the body of the box in open position.

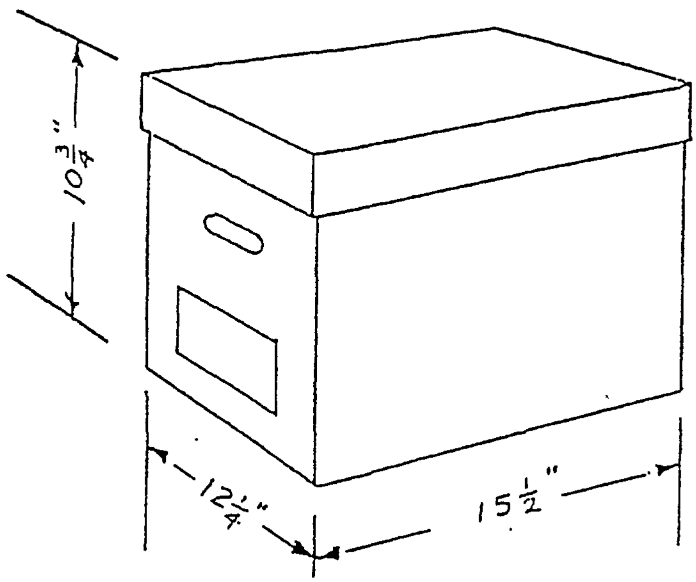


The lid as provided in its original flat position.



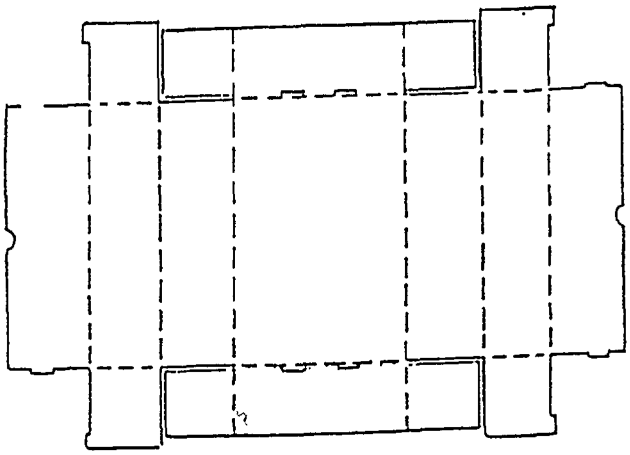
The lid with sides folded in place, ready for over-folding of ends.

STANDARD RECORD BOX (continued)

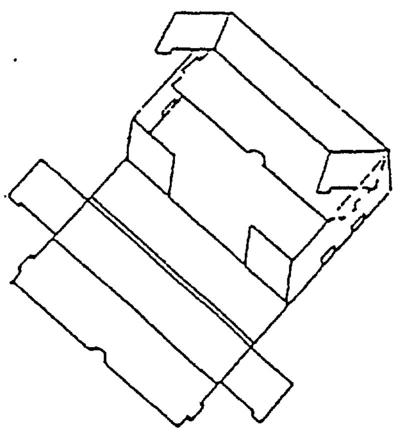


8. The Standard Record Box and lid, fully assembled.

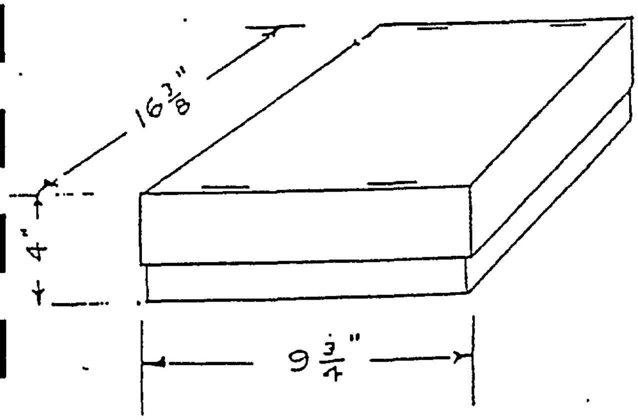
LID-TYPE CARD RECORD BOX



1. The body of the box as provided in its original flat position.



2. The body of the box brought partially into its assembled position.



3. The lid-type record box with lid, fully assembled. (The lid is constructed, and folded into final position, in the same manner as the lid of the Standard Record Box.)

BEAZER RECORD RETENTION

RECORD STORAGE REQUEST

REQUESTED BY	DATE
Jane Doe	4 / 2 / 90

GROUP/DEPARTMENT/LOCATION	# OF BOXES
Beazer / Human Resources / K-1050	12

STARTING SENDER'S NUMBER
769-3105-90-24

PERMANENT RECORD?	NON PERMANENT RECORD?
6	6

DESTRUCTION DATE IF NON PERM.
4 - 2000 2 - 1994

SPECIAL INSTRUCTIONS OR COMMENTS:

Please specify in this block if the labels you are requesting are for check boxes or X-rays.