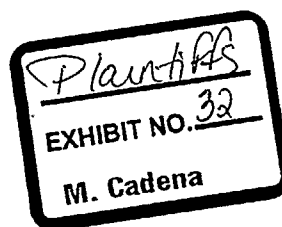


RECORD RETENTION INFORMATION

PLAINTIFF'S EXHIBIT

UTX-108



UTEX 001167

CORPORATION RECORD RETENTION

ACCOUNTING and FISCAL	NO. YEARS
1. Accounts Payable to Voucher Files	3
2. Accounts Payable Ledger Sheets, Journal Sheets	3
3. Accounts Receivable Sales Invoice Files	2
4. Accounts Receivable Ledger Sheets	2
5. Accounting Balance Sheets (Internal in nature)	2
6. Bank Deposit Slips	2
7. Bank Statements and Reconciliation Records	2
8. Bonus Work Sheets and Records	2
9. Budget and Cost Files	2
10. Capital Asset Records - Depreciation Schedule Sheets, A/P Invoice/Voucher Files	CURRENT - 3 YRS AFTER DISPOSAL/ASSET
11. Cash Receipts Journals	
12. Check Register	3
13. Checks - Canceled or Voided	2
- Payroll	3
- Voucher	3
14. Cost Accounting Records	2
15. Deduction Authorizations - Payroll Deductions	CURRENT - 2 YRS AFTER TERMINATION
16. Donation and Contributions Record	3
17. Dues in Clubs and Organizations Record	3
18. Earnings Register	6
19. Expense Reports - Sales, Officers, Employees	3
20. Financial Statements, Trial Balances, Etc. (INTERNAL IN NATURE)	2
21. Financial Statements - C.P.A. Certified Copy	PERMANENT

ACCOUNTING and FISCAL - Continuation

	NO. YEARS
22. General Ledger	PERMANENT
23. Insurance Policies	3 AFTER TERMINATION
24. Insurance Records - Employee Group Ins., Hospitaliza- tion, Long Term Disability, Etc.	6 AFTER TERMINATION
24A Insurance Records - Group Hosp. & LTD Emp. Claim Records	
25. Insurance Invoice Voucher Files	3
26. Inventory Records	3
27. Notes	6 AFTER CANCELLATION
28. Payroll Ledger	3
29. Petty Cash Records	3
30. Professional Fees Invoice Payable Voucher Files	3
31. Profit and Loss Statements INTERNAL	2
32. Remittance Advices	3
33. W-4 Records - W-2 Records	4
34. Payroll Deductions A. Employee Authorized	Current (2 yrs.) after termination)
35. Salesmen's Monthly Distribution Records	
36. Time Cards (any time sheets)	2
37. Retirement and Pension or Profit Sharing Plan Records (including deduction authorization)	10-20 years

ADMINISTRATIVE

No. YEARS

1. Audit Reports - Public and Government	PERMANENT
2. Classified Documents - Control, Inventories, Reports, Etc.	3
3. Correspondence - Executive	3
4. " - General Office	3
5. Directives from Officers and Management	3
6. Systems and Procedure Records	3

- 2. Classified Documents = Control, Inventories, Reports, Etc. ... 3

3. Correspondence - Executive

4. - General Office - 3

5. Directives from Officers and Management	3
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6. Systems and Procedure Records	3
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COMMUNICATIONS

No. YEARS

1. Bulletins - Communications

3

2. Postal Records

3

3. Telecommunication Records

3

4. Telephone Records - Installation, Location, Rental Charge

3

CONTRACTS and AGREEMENTS

No. YEARS

1. Negotiated Contracts, Agreements and Correspondence -
Employee, Sales, Utilities, Etc.

EMPLOYEE

6 AFTER TERMINATION

SALES

3 " "

CORPORATE	NO. YEARS
1. Annual Reports - CPA'S REPORTS	PERMANENT
2. Bonds - Fidelity	3 AFTER TERMINATION
3. Capital Stock Ledgers	PERMANENT
4. Charter, Bylaws	PERMANENT
5. Contracts	20 AFTER CANCELLATION
6. Election Records	PERMANENT
7. Licenses - Federal, State, Local	WHILE CURRENT
8. Stockholders and Directors Minutes	PERMANENT
9. Financial Reports - Internal	2 YRS.

LEGAL	NO. YEARS
1. Claims, Litigations, Suits - Employees	20 After settled
2. " " " " - Customer	20 " "
3. Copyrights, Patents, Trademark	PERMANENT
4. Correspondence - General	20 After settled
5. Law Suits - Federal, State, Local	20 " "
6. Statements of Opinion and Interpretation	20 " "

MANUFACTURING

NO. YEARS

1. Cost Accounting Records	3
2. Drafting Records	2
3. Drawings, Tracings — Originals	20
4. Inspection Records	2
5. Laboratory Test Reports	20
6. Product Development: — Design, Engineering, Research, Tooling, Specifications, Etc.	20
7. Production Records: — Reports, Orders, Templates, Etc.	3
8. Production Records: — Dies, Molds, Etc.	2
9. Quality Control Records, Reports, Etc.	2

OFFICE SUPPLIES AND SERVICES

No. YEARS

1. Office Equipment Records

3

2. Requisitions - Supplies

3

UTEX 001177

PERSONNEL	NO. YEARS
1. Accident Reports	6
2. Accident Records	6
3. Applications, Changes, Terminations Records	4
4. Attendance Records	4
5. Death Benefit Payable Records	4
6. Fidelity Bonds	4
7. File - Individual Employee Personnel Files	4 After Termination
8. Garnishments	2
9. Health and Safety Bulletins	4
10. Injury Frequency Charts and Records	4
11. Insurance Records:- Employee, Hospitalization, Long Term Disability	6 After Termination
11A Insurance Records:- Employee Hosp. & LTD Claim Records	
12. Job Description Records	4
13. Job Rating Cards or Records	4
Personnel Files	
14. Receipts for Employee Handbooks	Current
15. Time Cards	2
16. Training Manuals	Current
17. Union (Collective Bargaining): Correspondence and Records	4
18. W-2's (Unclaimed) W-4's	4
19. Military Leave Records	

PLANT AND PROPERTY

NO. YEARS

- | | |
|---|-----------|
| 1. Depreciation Schedules | 3 |
| 2. Inventory Records | 3 |
| 3. Maintenance and Repair - Buildings | 3 |
| 4. Maintenance and Repair - Machinery and Equipment | 3 |
| 5. Plant Account Cards, Equipment Records | 3 |
| 6. Property Deeds | Permanent |
| 7. Purchase or Lease Records - Plant | Permanent |

PROCUREMENT, PURCHASING

NO. YEARS

1. Acknowledgements	until complete
2. Contract, Acceptance Agreements, Etc.	3 after termination
3. Correspondence	optional
4. Price Lists	while useful
5. Purchase Orders	3 after cancellation
6. Purchase Requisitions	1
7. Purchase Record Files	3
8. Quotations	1
9. Accounts Payable Invoice/Voucher File	3

UTEX 001180

PRODUCTS, SERVICES, MARKETING	No. YEARS
1. Advertising Records (SEE #14)	
2. Agreements	3 AFTER CANCELLED
3. Correspondence	optional
4. Credit Rating, Classification, Etc.	current
5. Customer Drawings and Print Files	current
6. Customer Parts and Price Card Files	current
7. Development Studies	while useful
8. Presentations and Proposals	current
9. Price Lists, Catalogs	current
10. Prospect Lists	current
11. Sales Drawings	while useful
12. Sales/use Tax Exemptions and Records	4
13. Surveys	while useful
14. ADVERTISING	
a. CONTRACTS	3 AFTER TERMINATION
b. MATERIAL PURCHASES	3
c. ORDERS FOR ADVERTISING	3
d. OTHER	1 (optional)
Customer Template & Parts File	

No. YEARS

3 after termination
while useful
✓ ✓
current...

<u>SALES RECORDS</u>	<u>NO. YEARS</u>
Acknowledgement of Orders	while Useful
Contract Progress Reports	3 (After Expiration)
Contracts with Customers	3 (After Expiration)
Contracts with Representatives, Agents, Distributors, Etc.	3 (After Expiration)
Leading and Prospect Lists	Current
Market Research Studies and Analysis	While Useful
Notices of Orders Billed	✓ ✓
Order Register	✓ ✓
Order Replacement Record	✓ ✓
Orders Filled (Complete Order File)	✓ ✓
Orders Unfilled (Incomplete & Back Order File)	Current
Price Lists to Customers	✓
Sales Analysis Records & Summaries	While Useful
Sales Correspondence (Letters to and from Customers)	3
Sales Invoices	3
Salesman Activity Reports	Current
Shipping Notices & Reports (Shipping Order work Sheets)	3
Salesmen's Monthly Distribution Reports	2

SECURITY

NO. YEARS

1. Protection — Guard Service Agreement and A-D-T
Protection Service Agreement,

3 after termination

2. ii — Guard Service and A-D-T invoice
payable records.

3

TAXATION

No. YEARS

1. Depreciation Schedules	3
2. Employee Withholding and F.I.C.A.	4
3. Inventory Reports	3
4. Quarterly Reports: - W/H, FICA, TEL, FUTA	4
5. Sales/Use Tax Reports: - City and State	4
6. Tax Bills and Statements: - City, County, State	4
* 7. Tax Returns: - Income, Franchise	INDEFINITE

* NOTE: TAX RETURNS AND SUPPORTING DOCUMENTATION SHOULD BE KEPT AVAILABLE FOR THOSE YEARS FOR WHICH THE STATUTE OF LIMITATIONS HAS BEEN WAIVED

/ X. Manufacturing

A 1. Gaskets

- a. Dies, etc.
- b. Machinery and Equipment
- c. Templates
- d. Production Information
 - 1. Procedures
 - 2. Quality Control (Rejects, Specs.)
 - 3. Work Orders

2. Machine Shop

- a. Machinery and Equipment
- b. Engineering
 - 1. Mold Drawings 20 years
 - 2. Mold Order Tickets 20 years
 - 3. A & B Drawings 20 years
 - 4. Customer Drawings 20 years
 - 5. Quote Sheets 20 years
 - 6. Drawings for Metal Parts (Production) 20 years
 - 7. Ring Checks 20 years
- c. Projects (Information and Drawings)

3. Maintenance

- a. Machinery and Equipment
- b. Projects (Information and Drawings)

4. Mold Department

- a. Machinery and Equipment
 - 1. Hydraulic
 - 2. Injection
 - 3. Heating
 - 4. Miscellaneous

4. Mold Department (Continued)

b. Molds

1. Compression
2. Injection
3. Transfer
4. Identification
5. Changes and Revisions
6. Experimental
7. Inspection (Quality Control and Rejects)

5. Preform Department

1. Advanced Preform

- a. Machinery and Equipment
- b. Production and Inventory Control

2. Basic Preform

- a. Machinery and Equipment
- b.

6. Rubber Department

a. Frictioning

1. Machinery and Equipment
2. Production and Quality Control
- 3.

b. Homogeneous

1. Machinery and Equipment
2. Production and Quality Control
- 3.

c. Research and Development

1. Compound Books

- a. Homogeneous
- b. Cement

2. Compounds in Process

3. Lab Reports on Quality Control of Compounds
4. Projects

- a. In Process
- b. Completed

7. Packing

- a. Machinery and Equipment
- b. Metal Plugs and Collars
- c. Formula Record Book
- d. Production and Quality Control Records

I. L. Production Control

1. Furniture and Equipment
2. Informational File on Systems
3. Records

a. Completed Work Orders	1 year
b. Standard Sheets	20 years
c. "X" Number Mold Prints	20 years
d. Mold Book	20 years
e. Weekly Production Reports	3 years
f. Obsolete Mold and Die File	20 years
g. Monthly Reports	5 years
h. Molds Returned to Houston	20 years
i. Mold Order Tickets	1 year