

# PHILIP MORRIS USA

## RECORDS RETENTION SCHEDULE

Sales - Trade Marketing

ISSUED

11/30

1994

RECORD CODE	RECORD CATEGORY	RETENTION PERIOD			VR	OFFICIAL FILE LOCATION
		DEPT.	STORAGE	TOTAL		
A0150	ADMINISTRATIVE	C+2		C+2		
B0320	BRAND FILES	C+1	2	C+3		BRAND
B0430	BUDGETS	C+2		C+2		BUDG &
						FIN ANAL
C0010	CALENDARS/DIARIES/DAYTIMERS	C+1		C+1		
C0020	CAMPAIGNS/PROGRAMS/SPECIAL	ACT+1		ACT+1		
	EVENTS/AWARDS					
C0310	CHRONOLOGICAL FILES	C+2		C+2		
C0490	COMPETITORS	C+2		C+2		
C0550	CONFERENCES & SEMINARS	C+1	2	C+3		
C0650	CONTRACTS & AGREEMENTS -	ACT	6	ACT+6		
	OFFICIAL COPIES					
REVISED DATE		DEPARTMENT CODE			SHEET	
		U279			1 of 2	

### KEY TO RETENTIONS

ACT = While Active

M = Current Month

C = Current Year

\* = Archival Review Required

SUP = Until Superseded

VR = Vital Records

### AUTHORIZATION:

Operating Dept:  
Responsible Records  
Management Group:

Legal Counsel:

Tax Department:

Date: 10/13/94

Date: 4/30/94

Date: 11/27/94

Date: \_\_\_\_\_

2043486357

# PHILIP MORRIS USA

## RECORDS RETENTION SCHEDULE

Sales - Trade Marketing

ISSUED

11/30

1994

RECORD CODE	RECORD CATEGORY	RETENTION PERIOD			VR	OFFICIAL FILE LOCATION
		DEPT.	STORAGE	TOTAL		
C0651	CONTRACTS & AGREEMENTS -	ACT		ACT		
	UNOFFICIAL COPIES					
E0490	EXPENSE REPORTS	C+2		C+2		FIN
G0220	GRANDFATHERED MERCHANDISING	ACT+1	3	ACT+4		
	CONTRACT AUTHORIZATIONS					
L0280	LISTS/DIRECTORIES	SUP		SUP		
M0310	MERCHANDISING PLANS	C	4	C+4		
P0190	PERSONNEL/EMPLOYEE FILES	ACT		ACT		HR
P0330	POLICIES & PROCEDURES	SUP		SUP		
P0622	PROJECTS	ACT	3	ACT+3		
P0630	PROMOTION FILES	ACT+1	2	ACT+3		
R0130	REFERENCE MATERIALS	ACT		ACT		
W0040	WHOLESALE FILES	C+1	2	C+3		
REVISED DATE		DEPARTMENT CODE			SHEET	
		U279			2 of 2	

### KEY TO RETENTIONS

ACT = While Active

M = Current Month

C = Current Year

\* = Archival Review Required

SUP = Until Superseded

VR = Vital Records

### AUTHORIZATION:

Operating Dept:  
Responsible Records  
Management Group:

Legal Counsel:

Tax Department:

Date: 10/13/94

Date: 11/30/94

Date: 11/27/94

Date:

2043486358