

BROWN & WILLIAMSON TOBACCO CORPORATION
RECORDS RETENTION SCHEDULE

		SECTION NO.	PAGE NO.
		630	1
SECTION TITLE:		EFFECTIVE DATE:	
SALES SUPPORT: CREDIT		15 August 1991	
NO.	RECORDS	APPROVED RETENTION PERIODS FILE STATION + RECORDS CENTER = TOTAL RETENTION	
	<u>Data Processing Documents Received</u>		
DP01	Audit (Balance Control) Reports AR65BLCE AR series Daily Month End	12M 2Y	12M 2Y
DP04	Sales by Customer OE301B00 Yearly	2Y	2Y
DP11	Accounts Receivable Subsidiary Ledger AR99PH01 Daily (microfiche)	2Y	2Y
DP12	Pay History Invoice Details ARPHAV (microfiche)	1Y	1Y
DP14	Accts. Receivable Balance Rpt. (monthly) AR80RBAL	1Y	1Y
	<u>Control Records</u>		
CR01	Year to date Index of Invoices AR52YIIM monthly (microfiche)	5Y	5Y
	<u>Series</u>		
SE02	Cash Application (Lock Box) document copies C by date	2M	2M
SE03	Credit Report Files Standard published credit reports plus credit changes printed from serious. By area, A by Account. Current Outdated	Maintain Destroy 6Y	Maintain Destroy 6Y
SE07	Navy Resale, AAFES, Fleet Acct., Food Lion check (photo copies)	2Y	2Y
SE08	Pricing, Terms and Allowance, and Promotion information	2Y	2Y
SE09	General Ledger Reconciliation	1Y	1Y
RETENTION CODES: Y=Year, M=Month, W=Week, D=Day SEQUENCE CODES: A=Alphabetic, C=Chronologic, N=Numeric			

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RECORDS RETENTION SCHEDULE

		SECTION NO.	PAGE NO.
		630	2
SECTION TITLE:		EFFECTIVE DATE:	
SALES SUPPORT: CREDIT		15 August 1991	
NO.	RECORDS	APPROVED RETENTION PERIODS FILE STATION	+ RECORDS CENTER = TOTAL RETENTION
SE10	Accounts Receivable Adjustments (Balancing Copies) (Open customer file) - close to Section #635 SE04, general files when paid.	60D	60D
SE11	Bank application statistics	1Y	1Y
SE12	Wire transfer confirmations	90D	90D
SE13	Bill-To, Ship-To, Pay-Source records added-government accounts. Active Deleted	maintain destroy	maintain destroy
SE14	Past due invoice and AR adjustment Rpt. AR88DUE	2Y	2Y
SE15	Doubtful Accounts Receivable Files Open Closed	maintain 7Y	maintain 7Y
SE16	Volume Summary by Terms Percentage OR51MVTP (monthly)	2Y	2Y
SE17	DAR Loss/Recovery List (annual)	10Y	10Y
SE18	AR Daily Balance Control (P.C.) <u>Reports Issued</u>	1Y	1Y
RI01	Cash Totals report	1Y	1Y
RI02	Trade Receivables Report <u>Publications Issued</u>	1Y	1Y
PI01	Credit Department Policy Manual Current Outdated	maintain destroy	maintain destroy

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