

Master Retention Schedule

Records Category	Definition and Examples	Retention Period
Historic	Records that will need to be kept for long-term corporate memory. For example, business formation records, real property ownership documents, year-end general ledgers, organization charts, investments stock or share certificates, income tax statements and final returns, and receipts evidencing tax payments.	Indefinite (review annually)
Fiscal	Records that represent the financial status of the Company for control requirements and the position of the Company with its vendors and suppliers. For example, invoices, sales invoices, ledgers, recapitalization documentation, dividend documentation, statutory reporting documentation, supporting documents for income tax computations and filings and receipts from non-income tax payments.	The longer of the period imposed by local statute or regulation or ten years and until Finance and Tax Departments authorizes disposal. This is referred to as 'Tax Clearance'.
Date Compliance	Any record related to date compliance activity and projects. For example, plans, test data, memos and program revision. Y2K project records will be retained until January 31, 2007.	Seven years after the date event.
ISO	All records required to be created and retained as established and documented in a quality management system for ISO certification.	As defined by the ISO DIS 15489-1: Information and Documentation - Records Management - Part 1: or other applicable ISO standard.
Legal	Records related to local and international legal requirements. For example, contractual obligations, quality control documentation, production reporting, environmental reporting and safety and medical monitoring reporting.	The longer of the period imposed by a statute or regulation. The statute or regulation could be from a local, international or U.S. Jurisdiction.
Reference	Records which may need to be kept by a department to ensure information is available for long range planning purposes. For example, management or legal entity summary statistics, primary records lists and research reports with summarize demographic statistics, market share or brand differentiation.	Indefinite (review annually)
General	All other primary records defined in the Records Management policy. For example, presentations, substantive correspondence and memoranda, management reports, annual operating budgets, statistical reports, market surveys.	Five years from the end of activity*. (review annually)

* End of Activity - When the record is no longer required for business or legal purposes. This purpose includes all disposal suspension requirements. The end of activity event can occur either when the record is in the office or in archive storage.

The examples given are not meant to define all records in the records category. Consult regional and local Records & Information Management for clarification on the specific records that may be assigned to a record category.