

Location	Record Category Code	Record Category	*Master Retention Schedule	Retention of Primary Records (in years)	*EOA End of Activity	Office of Record	*Office of Record	Remarks
		Administration/Policy/Project/Property						
	XX- AD01	General						
	XX- AD01-01	Accomodations	General	3 years	Current year	Various	Various	
	XX- AD01-02	Administrative	General	3 years	Current year	Various	Various	Use by departments, which are not Administration or General Services, for primary record administrative activities.
	XX- AD01-03	Agencies & Consultants	General	3 years	Current year	Various	Various	
	XX- AD01-04	Associations & Memberships	General	3 years	Current year	Various	Various	
	XX- AD01-05	Bulletins/Postings/Notices	General	3 years	Current year	Various	Various	
	XX- AD01-06	Calendars/Diaries/Daytimers	General	3 years	Current year	Various	Various	
	XX- AD01-07	Car Fleet	General	3 years	Current year	Various	Various	
	XX- AD01-08	Catering Services	General	3 years	Current year	Various	Various	
	XX- AD01-09	Chronological files	General	3 years	Current year	Various	Various	Chron files must be opened and closed annually.
	XX- AD01-10	Conference/Seminars	General	3 years	Current year	Various	Various	
	XX- AD01-11	Correspondence	General	3 years	Current year	Various	Various	Organized by subject or sender or recipient.
	XX- AD01-12	Insurance	Legal	10 years	Expiration of policy	Various	Various	10 years after expiration of policy is a standard company requirement. Dertermine if there are local requirements.
	XX- AD01-13	Meetings/Minutes	General	3 years	Current year	Various	Various	
	XX- AD01-14	Office Services	General	3 years	Current year	Various	Various	
	XX- AD01-15	Presentations/Speeches	General	3 years	Current year	Various	Various	
	XX- AD01-16	Reference Materials	Reference	Active	Anunual review	Various	Various	
	XX- AD01-17	Reports	General	3 years	Current year	Various	Various	Retain by subject, country, project.
	XX- AD01-18	Trips	General	3 years	Current year	Various	Various	Use for all purpose reports on trips by all employees. Organized by market/affiliate/date/purpose of trip.
	XX- AD01-19	Visitors	General	3 years	Current year	Various	Various	
						Various		
	XX- AD02	Policies & Procedures						
	XX- AD02-01	Crisis Management	General	3 years	Current year	Various	Various	
	XX- AD02-02	Disaster Recovery Plan	Reference	Active	Annual review	Various	Various	
	XX- AD02-03	Policies & Procedures	Reference	Active	Until Superseded	Various	Various	Retain 1 previous version of published policy or procedure.
						Various		
	XX- AD03	Project Files						
	XX- AD03-01	Project Files	Reference	Active	Annual review	Various	Various	Consolidate project records at the end of project. Retain for reference value and dispose when reference value has expired.
	XX- AD03-02	Studies & Surveys/Analysis	Reference	Active	Annual review	Various	Various	Consolidate studies & survey records at the end of study. Retain for reference value and dispose when reference value has expired.
	XX- AD04	Property/Facilities						
	XX- AD04-01	Lease	Legal	10 years	Expiraton of lease	Various	Various	10 years after expiration is a standard company requirement. Check local requirements.
	XX- AD04-02	Maintenance	General	3 years	Current year	Various	Various	
	XX- AD04-03	Office Construction/Relocation	General	3 years	Current year	Various	Various	
	XX- AD04-04	Office Layout	Reference	Active	Annual review	Administration	Administration	
	XX- AD04-05	Security	General	3 years	Current year	Various	Various	
		Business Organization						
	XX- BO01	Corporation						
	XX- BO01-01	Acquisition/Mergers/Divestitures	Legal	10 years	Annual review	Various	Various	10 years after expiration is a standard company requirement. Determine if there may be local requirements.
	XX- BO01-02	Affiliated Companies	General	3 years	Current year	Various	Various	Background on affiliates, subsidiaries and companies related to.
	XX- BO01-03	Annual Reports	Reference	Active	Annual review	Various	Various	Retain by company name. Retain limited number of copies.
	XX- BO01-04	Articles of Incorporation	Historic	Indefinite	Annual review	Legal	Legal	Determine if there may be local requirements.
	XX- BO01-05	Minutes of Proceedings by Directors, Managers, Company Secretaries	Historic	Indefinite	Annual review	Legal	Legal	Determine if there may be local requirements.
	XX- BO01-06	Register of Debentures or Debenture Stock Share Holders	Historic	Indefinite	Annual review	Legal	Legal	Determine if there may be local requirements.
	XX- BO01-07	Register of Directors and Company Secretaries	Historic	Indefinite	Annual review	Legal	Legal	Determine if there may be local requirements.
	XX- BO02	General						
	XX- BO02-01	Business Permits	Legal	10 years	Expiraton of permit	Various	Various	10 years after expiration is a standard company requirement. Determine if there may be local requirements.
	XX- BO02-02	Licenses	Legal	10 years	Expiraton of liscense	Various	Various	10 years after expiration is a standard company requirement. Determine if there may be local requirements.
		Corporate Affairs						
	XX- CA01	Corporate Affairs						
	XX- CA01-01	Corporate Affairs	General	3 years	Current year	Various	Various	CA records maintained by all departments as primary records.
	XX- CA02	Government Relations						

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XX- CA02-01		Government Relations	General	3 years	Current year	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
	XX- CA03	Industry Relations						
XX- CA03-01		Industry Relations	General	3 years	Current year	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
	XX- CA04	Public Relations						
XX- CA04-01		Anti-Product Issues	General	3 years	Current year	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-02		Campaigns/Events	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	
XX- CA04-03		Charitable Contributions	General	3 years	Current year	Corporate Affairs	Corporate Affairs	
XX- CA04-04		Complaints	General	3 years	Current year	Corporate Affairs	Corporate Affairs	
XX- CA04-05		Education	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-06		Environment	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-07		To be assigned	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-08		Health Related Issues	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-09		News Releases	General	3 years	Current year	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-10		Newspaper Clippings	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-11		Non-Charitable Contributions	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-12		Political Contributions	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-13		Customer's Right Groups	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-14		Product & Health	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-15		Product & Related Issues	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
XX- CA04-16		Sponsorships	Reference	Active	Annual review	Corporate Affairs	Corporate Affairs	Potential disposal suspended record.
		Finance						
	XX- FI01	Account Payable						
XX- FI01-01		Accruals	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- FI01-02		Expense Statements	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements for formats. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- FI01-03		Monetary Approvals	Historic	Indefinite	Annual review	Finance	Finance	
XX- FI01-04		Payments/Receipt Vouchers	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements for formats. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- FI01-05		Petty Cash	General	3 years	Fiscal year-end	Finance	Finance	
XX- FI01-06		Purchase Orders	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- FI01-07		Quotations	General	3 years	Fiscal year-end	Finance	Various	
XX- FI01-08		Vendor Invoices & Supporting Documentation	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- FI01-09		Vouchers	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
	XX- FI02	Account Receivable						
XX- FI02-01		Credits	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- FI02-02		Customer Billing & Payment Terms	Fiscal	TC/10 years	Fiscal year end	Finance	Various	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- FI02-03		Receipts	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
	XX- FI03	Audits						
XX- FI03-01		Audit files	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- FI03-02		Audit Reports, External	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.

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XX- F103-03		Audit Reports, Internal	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F103-04		Special Audits	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F103-05		Tax Audit	Fiscal	TC/10 years	Fiscal year-end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
	XX- F104	Budgeting						
XX- F104-01		Budget Workpapers	General	3 years	Fiscal year-end	Finance	Finance	
XX- F104-02		Budgets	General	3 years	Fiscal year-end	Finance	Finance	
XX- F104-03		Financial Plan	General	3 years	Fiscal year-end	Finance	Finance	
XX- F104-04		Forecasts	General	3 years	Fiscal year-end	Finance	Finance	
XX- F104-05		Budgeting System	General	3 years	Fiscal year-end	Finance	Finance	
	XX- F105	Capital Expenditures						
XX- F105-01		Capital Appropriations	General	3 years	Fiscal year-end	Finance	Finance	
XX- F105-02		Capital Forecasts / Capital Expenditures	General	3 years	Fiscal year-end	Finance	Finance	
XX- F105-03		Fixed Assets - Acquisition/Disposal	Fiscal	TC/10 years	End of use	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F105-04		Fixed Assets - Bidding	Fiscal	TC/10 years	End of use	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F105-05		Fixed Assets - Register	Fiscal	TC/10 years	End of use	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F105-06		Fixed Assets - Supporting Documents	Fiscal	TC/10 years	End of use	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer. For department with Fixed Asset primary records outside of Finance.
	XX- F106	Cash & Banking						
XX- F106-01		Bank Books & Reconciliation's	Fiscal	TC/10 years	Fiscal year end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F106-02		Bank Files	Fiscal	TC/10 years	Fiscal year end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F106-03		Cash Files	Fiscal	TC/10 years	Fiscal year end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F106-04		Foreign Exchange	General	3 years	Current year	Finance	Finance	
XX- F106-05		Treasury Analysis	Reference	Active	Annual review	Finance	Finance	
XX- F106-06		Treasury Reports	General	3 years	Current year	Finance	Finance	
	XX- F107	Costing						
XX- F107-01		Costing	General	3 years	Current year	Finance	Finance	
	XX- F108	Financial Controls						
XX- F108-01		Bids	General	3 years	Current year	Finance	Finance	
XX- F108-02		Business Gifts	General	3 years	Current year	Finance	Finance	
XX- F108-03		Credit Reports	General	3 years	Current year	Finance	Finance	
XX- F108-04		Financial Controls	General	3 years	Current year	Finance	Finance	For departments with internal controls primary records outside of Finance.
XX- F108-05		Government Reports	General	3 years	Current year	Finance	Finance	
XX- F108-06		Internal Accounting Controls	General	3 years	Current year	Finance	Finance	
XX- F108-07		Vendor Master Files	General	3 years	Current year	Finance	Finance	
	XX- F109	Financial Reporting						
XX- F109-01		Account Analysis	General	3 years	Fiscal year end	Finance	Finance	
XX- F109-02		Financial Reports	Fiscal	TC/10 years	Fiscal year end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.
XX- F109-03		Financial Statements	Fiscal	TC/10 years	Fiscal year end	Finance	Finance	TC/10 is a standard company requirement. Determine local requirements. Retention period is either TC or local requirement / 10 years whichever is longer.

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