

RECORDS RETENTION CHECK LIST

Business records, especially those which are voluminous and bulky, should be disposed of as soon as they outlive their usefulness. In fact, of the staggering volume of paper kept by business firms, it is estimated that the majority could be destroyed after just three or four years. By systematically following the check list below of many common business documents, you should be able to reduce unnecessary records to a minimum. Developed from the requirements specified in over 900 federal and state regulations, the list summarizes the practices of a large number of companies.

	YEARS	2	3	4	6	8	10	Indef.
<input checked="" type="checkbox"/> Accounting								
• Bank statements & deposit slips								
• Payroll (time cards)								
• Dividend checks (canceled)								
• Expense reports <i>SEE VOUCHERS</i>								
• Subsidiary ledgers (including A/P & A/R ledgers)								
• Trial balances (monthly)								
• Checks (payroll & general)								
• Payroll (earnings & earnings records)								
• Vouchers (for payments to vendors, employees, et al.)								
• Audit reports								
• General ledgers & journals								
<input checked="" type="checkbox"/> Corporate Records								
• Mortgages, notes, & leases (expired)								
• Bylaws, charter, & minute books								
• Cash books								
• Capital stock & bond records (including stock certificates & transfer lists)								
• Checks (taxes, property, & fulfillment of important contracts)								
• Contracts & agreements								
• Copyrights & trademark registrations								
• Deeds & easements								
• Labor contracts								
• Patents								
• Proxies								
• Retirement & pension records								
• Tax returns & working papers								
<input checked="" type="checkbox"/> Correspondence								
• General								
• License, traffic, & purchase								
• Production								
• Legal & tax								
<input checked="" type="checkbox"/> Insurance								
• Policies (all types—expired)								
• Accident reports								
• Fire inspection reports								
• Group disability records								
• Safety reports								
• Claims (after settlement)								
<input checked="" type="checkbox"/> Personnel								
• Contracts (expired)								
• Daily time reports								
• Disability & sick benefits records								
• Personnel files (terminated)								
• Withholding tax statements								
<input checked="" type="checkbox"/> Purchasing & Sales								
• Purchase orders								
• Requisitions — <i>SEE ORDERS JOB FILES</i>								
• Sales contracts								
• Sales invoices								
<input checked="" type="checkbox"/> Traffic (Receiving & Shipping)								
• Export declarations								
• Freight bills								
• Manifests								
• Shipping & receiving reports								
• Waybills & bills of lading								

EXEMPT MAR 1982 PSC RUP

PIF Exhibit No. 1 For Identification
 Cheryl K. Sletta, CSR 7354, N.P.
 Witness: FULTS
 Date: 9-15-88

statute of limitations

Many business managers feel that they must keep all original records for at least a certain time (six years is most quoted), after which no action can be brought against them. In fact, there is no single statute of limitations—there are dozens of them, and the period for each statute varies according to the particular law and state. Record-keeping policies must be guided by the rule of reason and the probability and dollar amount of risk involved—not by statutes of limitations alone. For further information, obtain a copy of Guide to Record Retention Requirements, Department Printing Office, Washington, DC 20401 (\$1.50). **E**

Exhibit No. _____
 Witness: FULTS
 Date: 9-31-91
 Denise D. Ison, CSR No. 6949

EX. H

MANUFACTURERS AND SUPPLIERS FOR HOME INSULATION COMPANY
 OR PRODUCTS CONTAINING ASBESTOS

MANUFACTURER/SUPPLIER	DATE	ITEM
Armstrong Contracting and Supply Corp.	Before 1972	1 1/2" cork pipe covering
Armstrong Cork Co.	Before 1960	1 1/2" cork pipe covering
Baldwin Kretz Hill Co.	Before 1958	Unknown
Baldwin Hill Co.	Before 1958	Unknown
Fibreba Rod Co., Pabco Division	Before 1972	Pabco
Forty-Eight Insulations	Before 1972	Super 48 cement
Benjamin Foster	Before 1972	Unknown
Johns-Manville	1958-1972	Thermobond Super X CSR Agency, Super X
Mundet Cork Corp.	Before 1960	850 Mg mesia - Tri-Calcite
Oceans-Corning Fiberglass Co.	Before 1972	Kaylo
Phillip Crey Mfg Co	Before 1958	Careytemp
Pioneer Flintkote Company	Before 1972	Unknown
Pittsburgh Corning Co.	Before 1958	Unibestos
W. R. Porter Co. - Armoind Division	Before 1972	Unknown
Raybestos Manhattan Co	Before 1972	Unknown
Union Industries	Before 1958	Unknown
Union Asbestos and Rubber Products Co.	Before 1958	Unknown

TX
H

Refer to Vics

Pif/Def: _____
 Exhibit No.: _____
 Witness: Fulfs
 Date: 5-31-91
 Denise D. Ison, CSR No. 6949

Exhibit No. 2 For Identification
 Cheryl K. Sierra, CSR 7384, N.P.
 Witness: _____

The products we distributed were in the following form. The intended use of these products was to restrict heat transfer.

1. Pipe covering. A 3-foot long section of pipe covering of various sizes and thicknesses. For instance, the product may be two inches thick and sized to fit on a 4-inch pipe. It was shipped in closed cartons.
2. Block. A flat piece of insulation, normally six inches wide by three feet long, of various thicknesses, to be installed on a relatively flat surface. It was shipped in closed cartons.
3. Asbestos paper. A relatively thin product, 1/32, 1/16, or 1/8 of an inch thick, three feet wide, in 50-pound rolls, received in sealed kraft paper-wrapped rolls and shipped, unopened, in that wrapper.
4. Asbestos Millboard. A semi-rigid product, 1/8 to 1/2 inch thick, in sheets measuring 42 by 48 inches, cartoned and sold in full sheet size without cutting or any type of processing.
5. Woven combination Asbestos and Cotton Tapes & Cloths; Generally 1/16" to 1/8" thick and 1" to 40" width rolls; 50 yards long. Packaged and wrapped in either canvas or plastic wrappers sold in full roll quantities for end user's own designated applications.
6. Asbestos Braided and Twisted Rope. 1/4" to 1" diameters by 50' and 100' lengths, packaged as rolls in cartons and/or wrappers. Sold in full carton or wrapped quantities for insulating application as designated by end users.
7. Insulation Cements. Varying combinations of dry mixtures of Mineral Wool, Clays, Portland Cement and Asbestos Fibers. Packaged in 25# and 50# double-wall paper sacks and water resistant bags. Ultimate user required to add water to form workable consistency for finishing applications.
8. Adhesives and Sealers. Varying combinations of wet mastics and wet solids containing some integral mixed asbestos fibers as a slipping or reinforcing agent. Packaged in sealed quart, gallon, 5-gallon and 55-gallon drums. Sold in full container lots for variety of end user applications as insulation support and finishing applications.

PI/Deft: _____
Exhibit No: _____
Witness: Fults
Date: 5-31-91
Denise S. Ison, CSR No. 6949

PIF Exhibit No. 3 For Identification:
Cheryl K. Sletta, CSR 7354, NP
Witness: J. J. J. 5
Date: 5-22-91

Ex J