

# RECORDS RETENTION CHECK LIST

EXHIBIT C

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.

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	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 (including reports & 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 SHOP ORDERS</i>								
• Sales contracts <i>SEE JOB FILES</i>								
• Sales invoices								
<input checked="" type="checkbox"/> Traffic (Receiving & Shipping)								
• Export declarations								
• Freight Bills								
• Manifests								
• Shipping & receiving reports								
• Waybills & bills of lading								

EXHIBIT C MAR 1982 PCT RUT

PIF Exhibit No. 1 For Identification

Cheryl K. Sletta, CS 7354, N.P.

Witness: FULTS

Date: -- --

## 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 time period for each statute varies depending on the particular law and state. Record-keeping policies must be guided by the rule of reason and the probability and dollar amount of the involved--not by statutes of limitations alone. For further information, obtain a copy of Guide to Record Retention Requirements, Government Printing Office, Washington, DC 20401 (31.50). [ ]

EX. H

## EXHIBIT A

MANUFACTURERS AND SUPPLIERS TO THORPE INSULATION COMPANY  
OF PRODUCTS CONTAINING ASBESTOS

MANUFACTURER/SUPPLIER	DATE	BRAND NAME'S
Armstrong Contracting and Supply Corp.	Before 1972	Lt cork pipe covering
Armstrong Cork Co.	Before 1960	Lt cork pipe covering
Baldwin Metal Hill Co.	Before 1958	Unknown
Baldwin Hill Co.	Before 1958	Unknown
Fibreboard Corp., Pacco Division	Before 1972	Pbco
Forty-Eight Insulations	Before 1972	Super 40 cement
Benjamin's Co.	Before 1972	Unknown
Johns-Manville	1981-1972	hormobestos, 85% Magnesia, super X
Mundt & Co.	Before 1960	5% Magnesia, Tri-Cal-ite
Owens-Corning Fiberglas Corp.	Before 1972	Gaylo
Phillip Carey Mfg. Co.	Before 1958	Casaytemp
Pioneer Flintkore Company	Before 1972	Unknown
Pittsburgh Corning Co.	Before 1958	Unibestos
H. K. Porter Co. The Flint Division	Before 1972	Unknown
Raybestos Manufacturing Co.	Before 1972	Unknown
Unarco Industries	Before 1958	Unknown
Union Asbestos and Rubber Products Co.	Before 1958	Unknown

Cheryl K. Stett, CSR 7354, N.P.  
Invest:  
Date: 5-15-88  
Exhibit No. 2  
For Identification

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H

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 6 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, gallons, 5-gallons and 55-gallon drums. Sold in full container lots for variety of and user applications in insulation support and finishing applications.

PKF Exhibit No. 3 For Identification

Cheryl K. Sletta, CSR 7354, N.P.

Witness: \_\_\_\_\_ 5 \_\_\_\_\_

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