

## RECORD RETENTION PERIOD

PLANT CONTROL: -----	RETENTION PERIOD ( years)
Flash Reports	1
Delay reports	2
Log books	3
MIS SECTION: -----	
Annual statistics	P*
Monthly performance	5
Annual performance	5
Annual plan	P
TEF/Incentive	P
Coil Movement	5
Audit file	P
Packing Report	2
SCHEDULING: -----	
Schedules files	2
Production reports	3
HRC inspection reports	P
HRC issue & receipt	2
Disposition reports	5
ORDER SERVICE: -----	
Despatch advice	5
Loading advice	1
Release order	3

\* P = Permanent