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Record Control Categories Arranged by Code

AC0030	Corporate Regulated Matters	Permanent
AC1000	Formal Reports to BOD, Committees of the Board and Office of the Chief Executive	20 years
AG1064	DuPont Oval Master Art	Permanent
AG1082-1	Public Affairs Records	50 years
AG1082-2	Public Affairs Records	Permanent
AZ0012-1	Business Documents	Max 7 years
AZ0012-2	Business Documents	Until Obsolete
AZ0020	Authorizations	Until obsolete
AZ0033	Claims/Complaints/Grievances	10 years
AZ0079	Acquisition, Divestiture, Joint Venture, Merger, Business or Asset Sale Records	Permanent
AZ0178-1	Reports, Studies, Analyses	7 years
AZ0178-2	Reports, Studies, Analyses	10 years
AZ0227	General Business Records	Max 3 years
AZ1050	Stockholders Meetings - Proposals & Transcripts	15 years
AZ1052	Stockholders Meetings - Proxies & Work Papers	3 years
BA0001	Accounting Records - Records Held Until Federal Tax Audit	UFTA
BA0025	Product Identification Codes	Max permanent
BA1147	Fraud Investigation Workpapers	7 years
BA2042	Permanent Accounting Records	Permanent
BB1117	General Banking Records	UFTA
BD1007	Customer Financing Records & Doubtful Accounts	UFTA
BG0001	Attachment/Garnishment of Pay	2 years after action satisfied
BH0001	Real Estate Records	Permanent
BI2012-1	Tax Records	10 years
BI2012-2	Tax Records	25 years



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BI2012-3	Tax Records	Permanent
BZ0002	Corporate Credit & Collection	15 years
BZ1003	Accounting Records - Registration Data for Compensation	20 years
BZ1140	Foreign Exchange Rates	15 years
BZ1141	Bond Documentation, Loan Records, Debt Documentation, Investments	30 years
BZ1184	Stocks - Foreign Exchange Listings, Applications, Stock Splits	7 years
BZ2018	Common Stock Certificates	Permanent
BZ2033	Stockholder Records	10 years
CA0012-1	Product & Packaging Records	10 years
CA0012-2	Product & Packaging Records	15 years
CA0022	Product Recall	10 years
CA0036	Product Stewardship Records	30 yr after life product
CA0045	Product Stewardship Reviews and Incidents	Max. 5 years
CA0046	Discontinued Product Records	20 years
CB0001	Quality Process & Product Control	10 years
DA1010	Truth in Advertising Verification	10 years
DA1018	Corporate Advertisements	Permanent
DB0024-1	Shipping Records	3 years
DB0024-2	Shipping Records	6 years
DD0052	Sales Data by Product and Region	30 years
DE0015	Customer Order Files - Domestic or Export	15 years
DE0016	Tax Exemption Certificates	Until obsolete
DE0021	Export License Records	10 years
DE0160	Anti-Dumping Records	7 years
DE0164	Drawback Claims	8 years
DE0165	Temporary Importation Bonds	8 years



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DF0025-1	Pricing Information	UFTA
DF0025-2	Pricing Information	30 years
EC0004	Laboratory Notebooks	Permanent
EF0069-1	Technical Information of Enduring Value	50 years
EF0069-2	Technical Information of Enduring Value	Permanent
FB0025	Employee Service Records	Permanent
FB0027-1	Employee Records - Personnel Folder	3 Years
FB0027-2	Employee Records - Personnel Folder	3 years after termination of employment
FB0035	Immigrant Visa Records	50 years
FC0031	Internal and External Non-hired Candidate Records	3 years
FC0045	Position Descriptions, Evaluations, and Slottings	6 years after obsolete
FF0065-1	Compensation Records	30 years
FF0065-2	Compensation Records	Permanent
FF0081	Court Orders affecting Compensation & Benefits	50 years
FF0087	Worker's Compensation Cases	30 years
FF1008	Compensation of Board of Directors	15 years
FG0001	Union/Management Bargaining Records	50 years
FG0026-1	Labor Relations Records	15 years
FG0026-2	Labor Relations Records	50 years
FG1014	OSHA "11 (c)" Cases	30 years
FH1121	Pension Trust - Contributions Reports & Actions, Government Agencies, Pension Valuations	UFTA
FH1139-1	Actuarial Records	20 years
FH1139-2	Actuarial Records	50 years
FH1139-3	Actuarial Records	Permanent
FI0006	Training Records	3 years after termination of employment
FJ0004-1	Medical Records	Permanent



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FJ0004-2	Medical Records	10 years after last DuPont medical treatment
FJ0009	On/Off Job Injury/Illness Records	6 years
FJ0018	Epidemiology Information	Permanent
FL0018	Employee Records - I-9 (Employment Eligibility Verification Form)	3 years after termination of employment
FN0095	HR Employee Communications	Permanent
FN0103	Board of Benefits and Pensions Records	Permanent
FN1014-1	Insurance Records	UFTA
FN1014-2	Insurance Records	Permanent
FN1073	Benefit Records	Permanent
GA0015	Toxicology Information	Permanent
GA0026-1	Process Safety Management Records	10 years after life of asset
GA0026-2	Process Safety Management Records	10 years after life of asset
GB0020-1	TSCA 8c Recorded Allegations - Employee & Non-Employee	5 years
GB0020-2	TSCA 8c Recorded Allegations - Employee & Non-Employee	30 years
GB0024	Chemical Inventories, New Chemical Notifications, Vendor Certificates	Permanent
GB0092	Process Safety & Hazard Communications	Permanent
GB0094-1	Material Safety Data Sheets	DuPont MSDS - Permanent
GB0094-2	Material Safety Data Sheets	Supplier MSDS - Until superseded
GB0098	Exposure Monitoring Records	Permanent
GB0143-1	Environmental Remediation Records	Closed Sites - 50 years after remediation complete
GB0143-2	Environmental Remediation Records	Active Sites - life of site
GB0149	Safety, Health, & Environmental - Government Correspondence & Regulatory Enforcement	Permanent
GC0001	Safety, Health & Environmental Incident Reports	10 years



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GC0026	Safety, Health, & Environmental Performance Data	Permanent
GC0118	Crisis Training Drills	10 years
HA0021	Engineering Drawings and Associated Reports	Life of asset
HA0038	Equipment Records	Max life of equipment
HA1000	Technical Calculations in Support of Facilities	Life of asset or until superseded
HC0001	Corporate Policies & Standards	Permanent
HD0015-1	Project Files	5 years after project close
HD0015-2	Project Files	15 years
JA0071-1	Agreements / Contracts	15 years
JA0071-2	Agreements / Contracts	50 years
JA0071-3	Agreements / Contracts	Permanent
JA0090	Permits/Licenses	Until expired, obsolete, or as required by regulation, whichever is longest
JB0003-1	Regulated Records & Reports	5 years
JB0003-2	Regulated Records & Reports	10 years
JB0003-3	Regulated Records & Reports	15 years
JB0003-4	Regulated Records & Reports	20 years
JB0003-5	Regulated Records & Reports	Permanent
JB0004	Compliance Advice on Regulatory Policies & Guidelines	15 years
JC1021	Litigation Structured Settlement Documents & Releases	25 years
JC1027	Litigation - Antitrust - Compliance by DuPont w/Final Judgment Relating to Indefinite Future Times	Permanent
JC1028	Litigation	10 years
JC1029	Consent Decrees	Permanent
JE0040-1	Intellectual Property	30 years
JE0040-2	Intellectual Property	Permanent
JF0005	Antiboycott Records	15 years



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JF0007-1	Unsolicited Proposals	5 years
JF0007-2	Unsolicited Proposals	20 years