

	<b>Records Retention Schedule- Operations</b>  <b>Records Manual</b>		<b>Document Number:</b>  RM-GL-09.01
	<b>Department:</b> Global - Operations	<b>Effective Date:</b> July 02, 2021	<b>Revision No</b> 2

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
OPS 1.0	Trucking Rates	Soft/ Hard	Rates per various destinations per different trucker	Until Superseded	6 months	Delete/ Shred
OPS 2.0	Truckers File	Hard	Consist of accreditation and evaluation of truckers	1 year	2 years	Shred
OPS 3.0	Minutes of Meeting	Soft	Import documentation, customs brokerage	1 year	3 years	Delete
OPS 4.0	Key Performance Indicator	Soft	Consist of monthly key performance indicators of Operations	1 year	3 years	Delete

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

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