Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	**Inactive**	
OPS 1.0	Trip Ticket	**Hard**	Contains basic information such as trucker's name, driver's name, plate number, destination.	1 month	1 year	**Shred**
OPS 2.0	Accomplished PWB (Encoder's Copy)	Hard	Contains information for both shipper and consignee such as; Shipper & consignee's name, origin & destination complete address, contact number, description of goods, value, weight, dimensions and special instructions from client	3 months	5 years	Shred
OPS 3.0	Carriers AWB/BL					
OPS 3.1	FCL BL	Hard	Contains information such as shipper & consignee's name, plate #, trucker's name, value of goods, service mode, pay mode, contact #, tracking number, booking # of transferred cargoes	1 month	6 months	Shred
OPS 3.2	LCL BL	Hard		1 month	6 months	Shred
OPS 3.3	AWB	Hard		1 month	6 months	Shred
OPS 4.0	Pre-Alert	Soft	Contains information such as shipping lines, vessel/ airlines/VOY/ Flt number, ETD, ETA,size /wt/cw LCL/FCL & shipper & consignee's complete details	1 month	1 year	Delete
OPS 5.0	Warehouse Records					
OPS 5.1	Daily Warehouse Inventory	**Soft**/Hard	Contains qty, date & cargo description	1 month	1 year	**Delete/**Shred
OPS 5.2	Gate Pass & Consolidation Manifest	Soft/Hard	Contains the gate pass and/or consolidation manifest	1 month	1 year	Delete/Shred
OPS 6.0	Incident Report	Soft/Hard	Contains nature of discrepancies (over/short/damage/**claims related)**, reference number, date of incident, **photos (if available)** & **other details**	1 month	1 year	Delete/Shred
OPS 7.0	Truck P&L	Soft	Contains revenue of each truck unit	1 year	3 years	Delete
OPS 8.0	Management Report	Soft	Contains Management Report such as KPIs, Mancom Report, Leaders' Meeting Report and Minutes of Meeting	1 year	3 years	Delete
OPS 8.1	Key Performance Indicator	Soft		1 year	3 years	Delete
OPS 8.2	Mancom	Soft		1 year	3 years	Delete
OPS 8.3	Leaders' Meeting	Soft		1 year	1 year	Delete
OPS 8.4	Minutes of Meeting	Soft		1 year	1 year	Delete

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

Please refer to printed files for signatures of approvers.