



Records Retention Schedule- Sales

Records Manual

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Department:

F2 Logistics Philippines Inc.- Sales

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Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
SAL 1.0	Customer Portfolio	Soft/Hard	Contains Customer Information sheet, Quotations, Proposal acknowledgement from Customer and SLA/ SOP, Contract (if Available), SOA (If Available) and other customer or related concerns	Until superseded	1 year	Delete/Shred
SAL 2.0	Presentation Materials	Soft	Contains Business Review/Presenting Company Profile and Management Report (such as mancom report and credit com)	Until superseded	1 year	Delete
SAL 3.0	Key Performance Indicator	Soft	Performance Validation	1 year	3 years	Delete
SAL 4.0	Minutes of Meeting	Soft	Clients update/KPI review/Weekly report and other meetings	1 year	1 year	Delete

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