

 F2 GLOBAL LOGISTICS <small>LET'S MOVE. NOW.</small>	<h1 style="text-align: center;">Marketing</h1> <h2 style="text-align: center;">Records Retention Schedule</h2>	Document Number: RM-SS-13.01
	Department: Marketing	Effective Date: January 22, 2020
		Revision No 0

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
MKT 1.0	Publicity Materials	Hard & Soft	Contains files of publicity materials produced	10 years	-	Delete/Shred
MKT 2.0	Research Outputs	Soft	Contains files of research reports	10 years	-	Delete
MKT 3.0	KPI	Soft	Contains files of KPI reports	10 years	-	Delete
MKT 4.0	MOM	Soft	Contains files of MOM from KPI report discussion	10 years	-	Delete
MKT 5.0	Mancom Reports	Soft	Contains files of Mancom reports	10 years	-	Delete
MKT 6.0	Budget Report	Soft	Contains files of Budget reports	10 years	-	Delete
MKT 7.0	Strategic Planning Report	Soft	Contains files of Strategic Planning reports	10 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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