

Reference Guide for Retention, Disposal and Retrieval of Company Records and Information

Enterprise Records & Information Management (eRIM)



Table of Contents/Checklist

RETENTION & DISPOSAL OF COMPANY RECORDS

- Have I properly reviewed and classified my records?
- Can I retain any records in an electronic format versus a paper format?
- Have I verified the record types and status of my records?
- Have I calculated the Retention Period using the Enterprise Records Retention Schedule (ERRS)?
- Have I checked for any Legal or Tax Audit Holds?
- Am I properly disposing of Company Records & Information?
- Am I archiving only my inactive Company Records?
- Have I followed the steps to complete the Records Storage Submission Form?
- Have I followed the Packing Guidelines to ensure efficiency & compliance?
- Have I completed the Submitting Your Boxes for Archival checklist?

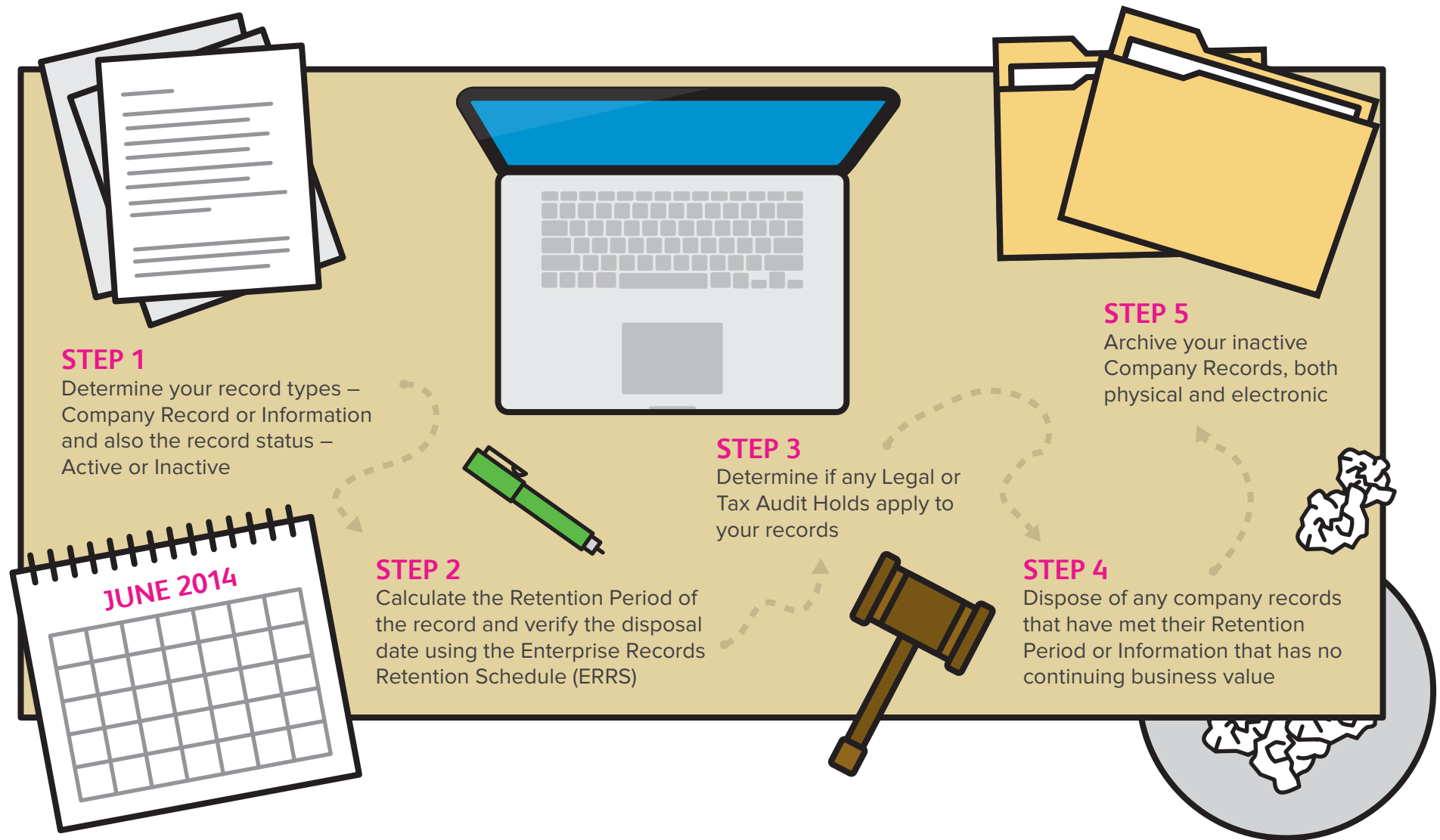
RETRIEVING ARCHIVED RECORDS

- For paper records, have I filled out a Global Assist Request Form?
- For electronic records, have I contacted the PAST team for assistance?

PFIZER ERIM RESOURCES

- Have I reviewed the eRIM website for important records management information?

Review & Classify Your Records



Electronic Formats for Company Records



Electronic

When possible, Company Records should be retained in electronic, not paper, format unless paper Company Records are required specifically by law or regulation. Consult with local counsel to determine if paper Company Records must be retained.

If circumstances make it possible, or it is an appropriate business investment, to convert paper Company Records to an electronic format then please note the following:

- Electronic Company Records must also be stored in a manner that maintains the proper level of security, authenticity and integrity
- If an electronic copy is created from a paper Company Record, a documented quality control process must be in place to ensure completeness and accuracy of the electronic image
- When an electronic copy is created, the physical Company Record must not be disposed of before the electronic copy has passed the above mentioned quality control process



Print

Inactive Electronic Company Records should be archived in Pfizer's Electronic Archive, or another suitable location endorsed by BT.

Go to <http://past.pfizer.com> for eRIM's electronic archive information

Active Electronic Company Records should be uploaded to the System of Record.

Submitting the Submission Form



SUBMIT

Click the **Submit button**. You'll receive an email copy of the form

- The Pfizer Records Service Center (PRSC) will also receive an email and will conduct an initial QC of the metadata provided
- You will be presented with a printable version of the form



PRINT

You **MUST print the form immediately (do not close the window) to preserve the bar code**

- Place this printout of the form inside the box



COMPLETE

Write the box number from the form on the outside of the box (on the side, lower left hand corner)