

<b><u>Records To Be Retained</u></b>	<b><u>Retention Period</u></b>
<b>LEGAL AND PATENT RECORDS</b>	
Abstracts of Title	Permanent
Warranty Deeds	Permanent
Conveyances and other Title Papers	Permanent
Easements	Permanent
Mortgages Leases Contracts Trust Agreements	15 years after Termination
Claims, Evidence and Proof Case files, Affidavits, Depositions, etc. Information Files, Brief, etc.	10 years after closing case
Correspondence, Other	15 years
Patents and patent applications	Permanent
Assignment of Patents	Permanent
Options License Agreements Contracts	15 years after termination unless claim pending
Trade-Marks	Permanent
Copyrights	Permanent

These recommendations on document retention are general guidelines.