

POLICY FOR PRESERVATION OF DOCUMENTS

Scope: This policy applies to all associates of Timken India Limited,

Purpose: The objectives of this policy are to (1) establish a company-wide records management program for identifying and maintaining records for operational integrity, historical review, litigation, claims, government inquiries, compliance, tax audits, and other internal business requirements; (2) establish a systematic procedure for record retention and timely destruction, and to ensure the availability of records storage space as growth demands; and (3) assign responsibility for records management.

Related Policies and Procedures:

The following policies and procedures relate to this policy and may provide further guidance:

Records Management Procedure
Records Retention Schedule

Policy:

There are several topics addressed by this policy:

Records Management Program
Disposing of Records
Legal Hold Notices and Legal Requests
Auditing and Enforcement
Modifications to Policy

Records Management Program

The term “record” means an official business document, whether in paper, electronic or other form, that must be retained in accordance with the retention periods set forth in the Records Retention Schedule, which retention periods are in compliance with known legal and operational requirements. .

A Records Manager will be assigned to each business function or plant location as each situation calls for.

Disposing of Records

Records subject to the Records Retention Schedule must be disposed of only *after* receiving a destruction notice, which is an official notification issued to Records Managers.

Questions regarding the timing of and process for disposing of Records should be directed to your Records Manager. The Records Manager should then work with the department manager and Legal Department to resolve the inquiry.

Legal Hold Notices and Legal Requests

In cases of pending or anticipated litigation, government investigation or audit, or other important matters, and upon request from the Legal Department, users must be able to promptly produce information as necessary to fulfill the Company's legal obligations. The Legal Department will provide specific instructions to the affected associates and other authorized users if such action is required through a Legal Hold Notice. Recipients of a Legal Hold Notice shall promptly and thoroughly comply with the instructions set forth in the Legal Hold Notice.

When records are subject to a Legal Hold, the retention periods set forth in the Records Retention Schedule are suspended until further notice, and users must take steps to preserve the information identified in the Legal Hold. The Legal Hold Notice will specifically address what information must be retained and will provide specific instructions to each user about how to retain that information.

Recipients of a Legal Hold Notice must immediately communicate the directive to any other appropriate personnel and ensure that the requirements to locate and protect any and all records related to the hold action are enforced. Recipients are responsible for strict adherence to Legal Hold Notice directives.

Auditing and Enforcement

Audits may be performed to ensure that the requirements of this Policy and Guidelines are being adhered to. Associates and other affected parties are responsible to fully understand and maintain ongoing compliance with this policy. Any known or suspected lapse in the enforcement of this policy must be reported to the Legal Department immediately for resolution. Appropriate disciplinary actions will be taken against individuals found to be in violation with this policy.

Modifications to Policy

The company reserves the right to change or edit this policy at any time without prior notice.

Questions

Questions regarding the Record Retention Schedule should be directed to your Records Manager.

Questions regarding this policy should be directed to the Legal Department.

RECORDS MANAGEMENT PROCEDURE

Scope: This procedure applies to all associates of Timken India Limited.

Purpose: The objectives of this procedure are to provide guidance to associates and other authorized users regarding the identification of records and determination of how long records must be retained and to support the implementation of the Records Retention Policy.

Procedure

There are several topics addressed by this procedure:

- Identifying Records and Assigning a Retention Period
- Updating the Records Retention Schedule
- Disposing of Records

Identifying Records and Assigning a Retention Period

The term “record” means an official business document that must be maintained in accordance with the Records Retention Schedule. Users should follow the steps outlined below to determine if they are in possession of a document that meets the definition of a record.

Step 1: Determine if you are in possession of a record.

To determine whether you are in possession of a record, you should reference the Records Retention Schedule, which sets forth all known record types. The Records Retention Schedule is organized by business function. Three outcomes are possible:

(A) If the record is listed on the Records Retention Schedule, proceed with Step 2 below to identify and assign the retention period.

(B) If the Records Retention Schedule does not identify the document that you have as a record but the document:

- (i) is necessary for the performance of your job;
- (ii) represents a document that must be retained in the normal course of business in order to comply with statutes, laws, rules, regulations, commission orders, and the like;
- (iii) is a record of a business transaction, with on-going business or legal significance or value (e.g., contracts, deeds, leases, and licenses); or
- (iv) is a transactional document that has legal significance and should, as a matter of business prudence, be retained even if there is no legal requirement that it be retained;

then you should notify your Records Manager. Your Records Manager will work with you and the Legal Department to determine if a new record type must be created. You

must retain the document until otherwise instructed by the Records Manager or Legal Department.

(C) If the document is not identified on the Records Retention Schedule and it does not meet any of the criteria identified in paragraph B above, then you should dispose of the document when there is no longer a business need for retaining the document.

There is no Company requirement to retain drafts, notes, or materials that are not records, and these documents should be purged when there is no longer a business need.

Step 2: Determine how long the record must be retained.

If you determine that you are in possession of a record, you must determine how long it should be retained. The length of time that a record or document needs to be maintained is usually dictated by the subject matter of the record or document.

To determine the appropriate retention period, associates should reference the Records Retention Schedule.

The Records Retention Schedule is organized by business function and is text searchable. The Records Retention Schedule will identify the duration of time in *years* that a record should be retained.

In some instances, there may be multiple retention periods for a particular type of record, in which case, the longest retention period controls. For example, a purchase order is generally required to be retained for the life of the contract plus four years. However, if the purchase order was involved in an import and/or export, the retention times could be 5 to 7 years, depending on the countries involved. In addition, the "open tax year" may extend even beyond that. Associates applying the record retention times need to be aware of all the retention times which may apply, choosing the longest retention time as the controlling one.

Questions about the application of a record type and/or retention period should be addressed to your Records Manager. Records Managers should exercise good judgment in determining how long records that cannot be classified by one of the general categories listed in the Records Retention Schedule should be retained. Questions regarding the classification of records should be directed to the department manager and escalated to the Legal Department where ambiguity persists.

Updating the Records Retention Schedule

The Records Retention Schedule is intended to be comprehensive. Associates becoming aware of additional record types that need to be added to the Records Retention Schedule or of record types that are no longer relevant must notify their Records

Manager. The Records Manager should then work with the department manager and Legal Department to determine whether the proposed change is necessary.

Disposing of Records

Subject to applicable laws records should only be destroyed *after* receiving a destruction notice. Additionally, all records shall be destroyed by incineration, shredding, or other appropriate methods applicable to electronic data and other media, unless otherwise directed by the Legal Department.

Questions

Questions regarding the Record Retention Schedule should be directed to your Records Manager.

Questions regarding this policy should be directed to the Legal Department

BPT Group / Customer Service

Record Type Name	Retention
[22929] CREDIT MEMOS / CREDITADJUSTMENTS <i>CREDITADJUSTMENTREQUESTS</i>	Applied Retention: 8 Years Retention Trigger:
[20469] CUSTOMER COMPLAINTREPORT <i>LIST OF CUSTOMER COMPLAINTS, DOCUMENTED COPY OF CUSTOMER COMPLAINT. COPY OF ORIGINAL COMPLAINT, IF APPLICABLE, ACTIONS TAKEN TO RESOLVE COMPLAINT.</i>	Applied Retention: 10 Years Retention Trigger:
[30468] Customer Invoices <i>Invoices issued to our customers for purpose of recordig sale of our products. Legacy Record Series: 112-002,959-001</i>	Applied Retention: 8 Years Retention Trigger: Tax Consideration
[22932] CUSTOMER LISTS & DATABASE <i>THIS IS CONTACT INFORMATION ON THE DEALERS, DISTRIBUTORS, RETAIL</i>	Applied Retention: 18 Months Retention Trigger:
[20470] CUSTOMER ORDERS <i>Customers/Vendors Confirming Purchase Orders/Change Orders, Order Acknowledgements and supporting detail. Legacy Record Series:209-002,209-006, 209-025, 508-015,573-008, 802-008,959-006</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[22944] EXPORT DOCUMENTATION <i>INCLUDING IN-BOND SHIPMENTS, CONSOLIDATED COMMERCIAL INVOICES, Purchase Orders , PACKING LISTS and other relating shipping documents. Legacy Record Series: 209-007</i>	Applied Retention: 10 Years Retention Trigger:
[20036] GENERAL DEBITS / CREDITS <i>Debits and Credits including supporting Information which could be e-mails, correspondence, etc. Legacy Record Series: 208-004,208-007,959-002</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[22945] IMPORT DOCUMENTATION <i>Completed purchase order, invoices,packing slips and Proforma Invoices. Legacy Record Series: 209-024,959-005</i>	Applied Retention: 10 Years Retention Trigger:
[30449] International Customer Order Files <i>International Customer PO, Order Acknowledgement, Timken Invoice, Timken Packing Slips, and Bills of Lading. Legacy Record Series: 900-004.</i>	Applied Retention: 10 Years Retention Trigger:
[22935] ORDER & SHIPMENTRECORDS <i>DAILY ORDERS & SHIPMENTS, REVENUE REPORT. REPORT SHOWS BOOKINGS, SHIPMENTS FOR QUARTER TOTDATE.</i>	Applied Retention: 8Years Retention Trigger:
[22936] ORDER ENTRY <i>Order information including specifications and production path.</i>	Applied Retention: 8Years Retention Trigger:
[20476] VOICE OF THE CUSTOMER <i>SUMMARY OF CUSTOMER SATISFACTION WITH CUSTOMER SUPPORT</i>	Applied Retention: 18 Months Retention Trigger:
[22942] WEB REQUESTS <i>WEB PAGEINQUIRIES</i>	Applied Retention: 2Years Retention Trigger:
[30464] Work Copies/WorkOrders <i>The working copy of an invoice used before the invoice is created. Legacy Record Series: 209-014</i>	Applied Retention: 8 Years Retention Trigger: Tax Consideration

BPT Group / Engineering

Record Type Name	Retention
[30507] Application Metallurgical Lab Investigations <i>Damaged Bearing Investigations, Project Met Investigations, etc. Legacy Record Series: 404-001</i>	Applied Retention: Perm Retention Trigger:
[30492] Blueprints-Capital Equipment <i>Customer prints of application. Mounting, adjustment lubrication of application, correspondence, (customer, salesman, and engr.). Legacy Record Series: 221-012 Review</i>	Applied Retention: 30 Years Retention Trigger:
[30491] Blueprints-Customer <i>Drawings and prints from customers. Some calculations are included. Legacy Record Series: 221-002, 221-013, 221-018</i>	Applied Retention: 20 Years Retention Trigger:
[30473] Business Process Advancement Projects <i>Misc. Projects from Business Process Advancement. Legacy Record Series: 631-001</i>	Applied Retention: 10 Years Retention Trigger:
[22932] CUSTOMER LISTS & DATABASE <i>THIS IS CONTACT INFORMATION ON THE DEALERS, DISTRIBUTORS, RETAIL</i>	Applied Retention: 18 Months Retention Trigger:
[22946] DESIGN REVIEW DOCUMENTS <i>PRODUCT / PART DRAWINGS, SPECIFICATIONS</i>	Applied Retention: Perm Retention Trigger:
[22947] ENGINEERING CHANGE ORDER	Applied Retention: Perm Retention Trigger:
[30484] Engineering Correspondence <i>Application Development Lab correspondence with all Engineering Departments concerning application, product tests, seals and Service Reports. Legacy Record Series: 222-001, 310-002, 448-001</i>	Applied Retention: 20 Years Retention Trigger:
[22949] ENGINEERING DOCS - CURRENT PRODUCTS <i>ENGINEERING DRAWINGS, PRODUCT SPECS, GRAPHICS/ARTWORK, PARTS LIST, BILL OF MATERIAL, PERFORMANCE PROCEDURES</i>	Applied Retention: Perm Retention Trigger:
[22948] ENGINEERING DOCS - DISCONTINUED PRODUCTS <i>ENGINEERING/PRODUCT DRAWINGS, PRODUCT SPECS, GRAPHICS/ARTWORK, PARTS LIST, BILL OF MATERIAL, PERFORMANCE PROCEDURES. Legacy Record Series: 407-018*, 611-001</i>	Applied Retention: 10 Years Retention Trigger:
[22950] ENGINEERING DRAWINGS AND NOTEBOOKS <i>DRAWINGS AND NOTEBOOKS FOR MANUFACTURING PROCESSES, FIXTURES, EQUIPMENT. (TATA Timken) Legacy Record Series: 601-042, 604-006, 604-007, 604-010, 604-014, 604-016 thru 018, 604-021, 604-022, 604-024, 604-027, 604-030, 604-031, 604-033, 604-036, 604-037</i>	Applied Retention: Perm Retention Trigger:
[22951] ENGINEERING REQUEST	Applied Retention: Perm Retention Trigger:
[22952] ENGINEERING SPECIFICATIONS <i>DESCRIPTION OF PROJECT/PRODUCT REQUIREMENTS.</i>	Applied Retention: Perm Retention Trigger:
[22973] ENVIRONMENTAL COMPLIANCE AUDIT RECORDS <i>AUDIT REPORTS AND RELATED RESPONSES, MEMOS, NOTES AND CHECKLISTS.</i>	Applied Retention: 10 Years Retention Trigger:
[24533] EQUIPMENT / MAINTENANCE CONTRACTS -ACTIVE	Applied Retention: Perm Retention Trigger:

This Record Retention Schedule reflects compliance with corporate requirements, subject to changes made to align with Indian Legal requirements to the extent applicable.

BPT Group / Engineering

Record Type Name	Retention
[20008] EQUIPMENT / MAINTENANCE CONTRACTS - EXPIRED	Applied Retention: 15 Years Retention Trigger:
[20093] INSPECTIONS & REPORTS <i>Bearing Inspection data Reports. Legacy Record Series: 222-003</i>	Applied Retention: 20 Years Retention Trigger:
[22953] INTERNAL TEST DATA	Applied Retention: 10 Years Retention Trigger:
[22954] LAB TEST DATA <i>VARIOUS TESTING DESCRIPTIONS</i>	Applied Retention: 10 Years Retention Trigger:
[30481] Operating Plants Backup -M <i>These files include backup material on equipment in our operating plants. They are filed alphabetically and also by area. (Assemble bearings, cages, clean product, package & ship, finish, gage & inspect, finish products, green products, handling, maintenance, product testing and toolroom) Legacy Record Series: 601-013 thru 601-030</i>	Applied Retention: 15 Years Retention Trigger:
[30509] PMM Project and Product Files <i>Metallurgical Work for Products and Special Projects, Topical files for Major Met processes and standards. Legacy Record Series: 404-005</i>	Applied Retention: 50 Years Retention Trigger:
[30508] PMM Reference Documents <i>PMM metallurgical reference documents which include Lab Black Books, Damage Ref, General lab reference, Wolfe/Schneider/Chief files, General ref material, Steel Cleanliness ref material. Legacy Record Series: 404-002</i>	Applied Retention: Perm Retention Trigger:
[23069] PRODUCT INFORMATION - SUPERSEDED <i>PRODUCT CATALOGS, SPECIFICATIONS, PRODUCT AND PRICING SHEETS, CORRESPONDENCE, DATA, PRODUCT REQUESTS. Legacy Record Series: 222-004</i>	Applied Retention: 9 Years Retention Trigger:
[22955] PRODUCTION HISTORY METRICS	Applied Retention: Perm Retention Trigger:
[22956] PROJECT DEVELOPMENT PROCESS RECORDS <i>PROJECT SCHEDULES and Supporting Documentation, ID CONTROL DRAWINGS, SYSTEM DEFINITION, PATENT PLANS, DESIGN REVIEWS, SAMPLE EVALUATION REPORTS, Purchase Orders and quotes. Legacy Record Series: 507-001, 507-003, 507-004, 507-005</i>	Applied Retention: Perm Retention Trigger:
[22957] PROJECT FILES - CLOSED <i>PREVIOUS TEST ENGINEERING PROJECTS, DESIGN/SOFTWARE FILES AND SUPPORTING DOCUMENTS. This includes descriptions, scope of work, all purchase requisitions, total project cost and project drawings. Legacy Record Series: 301-001, 310-020, 311-002, 311-004, 311-005, 311-006, 313-001, 557-004, 601-034, 604-009, 604-029*</i>	Applied Retention: 20 Years Retention Trigger: Closed
[24564] PROJECT FILES - OPEN <i>TEST ENGINEERING PROJECTS, DESIGN/SOFTWARE FILES AND SUPPORTING DOCUMENTS.</i>	Applied Retention: Perm Retention Trigger: Closed
[22958] PROJECT PLANS AND DELIVERABLES <i>TOOLING RELATED PROJECT PLANS AND DELIVERABLES FOR NEW PRODUCT DEVELOPMENT AND SUSTAINING OPERATIONS</i>	Applied Retention: 1 Year Retention Trigger: Completed
[22959] QUALITY CONTROL RECORDS <i>CALIBRATION RECORDS, SPECIFICATION SHEETS, TEST REPORTS.</i>	Applied Retention: 7 Years Retention Trigger:



Timken India Limited

BPT Group / Engineering

Record Type Name	Retention
[22960] TEST DOCUMENTS - CURRENT PRODUCTS <i>TEST PLANS/RESULTS, TEST REQUESTS, TEST REPORTS/DATA, TEST VIDEOS, DESIGN QUALIFICATIONS</i>	Applied Retention: Perm Retention Trigger:
[22961] TEST DOCUMENTS - DISCONTINUED PRODUCTS <i>TEST PLANS/RESULTS, TEST REQUESTS, TEST REPORTS/DATA, TEST VIDEOS, DESIGN QUALIFICATIONS</i>	Applied Retention: 10 Years Retention Trigger:
[30059] TRAINING RECORDS <i>RECORDS OF HEALTH AND SAFETY TRAINING, also new employee training material. Legacy Record Series: 221-003</i>	Applied Retention: Perm Retention Trigger:
[22963] WEEKLY STAFFREPORTS <i>REPORT OF ENGINEERING ACTIVITIES</i>	Applied Retention: Perm Retention Trigger:

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Timken India Limited

BPT Group / Manufacturing Operations

Record Type Name	Retention
[30471] Aerospace Records <i>Routers, PCP, inspection records and NDT records for Aerospace products. Legacy Record Series: 310-024, 310-025, 472-001, 472-002, 472-003</i>	Applied Retention: 50 Years Retention Trigger:
[23017] CYCLE COUNTS AND PHYSICAL INVENTORY <i>INVENTORY REPORTS, CYCLE COUNT REPORTS, INVENTORY TAG. Legacy Record Series: 557-005</i>	Applied Retention: 7Years Retention Trigger:
[30476] Data - InactiveHistorical <i>All types of data concerning metallurgical information and applications. These are used as a reference source. Legacy Record Series: 419-004</i>	Applied Retention: Perm Retention Trigger:
[22948] ENGINEERING DOCS - DISCONTINUED PRODUCTS <i>ENGINEERING/PRODUCT DRAWINGS, PRODUCT SPECS, GRAPHICS/ARTWORK, PARTS LIST, BILL OF MATERIAL, PERFORMANCE PROCEDURES. Legacy Record Series: 407-018*, 611-001</i>	Applied Retention: 10 Years Retention Trigger:
[23022] Inventory Records <i>MATERIAL MOVEMENT TRANSACTION FORMS, PHYSICAL INVENTORY PAPERWORK, & CYCLE COUNT REPORTS.</i>	Applied Retention: 8 Years Retention Trigger:
[23049] Production Files <i>Daily records of hourly production.</i>	Applied Retention: 8Years Retention Trigger:
[30483] TrainingDocumentation <i>Training master folders used to make copies of training manuals for distribution to new employees or for replacement purposes. Legacy Record Series: 601-041</i>	Applied Retention: 20 Years Retention Trigger:

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BPT Group / Quality

Record Type Name	Retention
[30061] 103 CARDS <i>Heat Treat Batch records</i>	Applied Retention: 15 Years Retention Trigger:
[30044] 5500 FILINGS/SAR	Applied Retention: Perm Retention Trigger:
[30062] 71652715 <i>Temperature/Humidity Record</i>	Applied Retention: 5 Years Retention Trigger:
[30063] A/O Package <i>Final Assembly Inspection Record consisting of QPP, QC 212-2, QC 196B, QC 216, A/O Seq Sheet,</i>	Applied Retention: 50 Years Retention Trigger:
[30064] A/O Sequence Sheet <i>Master Sequence sheets</i>	Applied Retention: 30 Years Retention Trigger:
[30066] AF 3 <i>TA Internal audit assignment & Summary</i>	Applied Retention: 3 Years Retention Trigger:
[30067] Approved Supplier List	Applied Retention: Perm Retention Trigger:
[23034] AUDIT REPORTS - QUALITY <i>AUDIT REPORTS AND SUPPORTIVE DOCUMENTATION. FOR BOTH INTERNAL AND EXTERNAL AUDITS. INCLUDES QUALITY AND INTELLECTUAL PROPERTY AUDITS. Legacy Record Series: 401-001*</i>	Applied Retention: 8 Years Retention Trigger:
[30069] Calibration Data	Applied Retention: 2 Years Retention Trigger:
[30070] Calibration/GageDatabases <i>Calibration and Gage Menus</i>	Applied Retention: 5 Years Retention Trigger:
[30071] Certifications <i>Vendor supplied certifications</i>	Applied Retention: 50 Years Retention Trigger:
[30072] Certifications from Supplier	Applied Retention: 2 Years Retention Trigger:
[30073] Change Log <i>Routing change log.</i>	Applied Retention: 15 Years Retention Trigger:
[30074] Component Drawings <i>Component drawings, current revision.</i>	Applied Retention: 15 Years Retention Trigger:
[23035] CORRECTIVE ACTION REQUESTS <i>WRITTEN RECORDS OF A PROBLEM IDENTIFIED THROUGHOUT THE PROCESS BASED ON AUDITS TO FIND ANY ERRORS.</i>	Applied Retention: 5 Years Retention Trigger:
[30075] Cust Supplied Waivers <i>Discrepancy Forms</i>	Applied Retention: 15 Years Retention Trigger:

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BPT Group / Quality

Record Type Name	Retention
[30472] Customer Acceptance Documentation <i>Correspondence concerning changes made to products & processes, the decision if customers were to be notified and the evidence customers approved the change. Legacy Record Series: 606-001</i>	Applied Retention: 20 Years Retention Trigger:
[23036] CUSTOMER CARE REPORTS AND LOG <i>Customer care log, complaint records</i>	Applied Retention: Perm Retention Trigger:
[24525] CUSTOMER COMPLAINTS - OPEN <i>EVIDENCE OF CUSTOMER DISSATISFACTION</i>	Applied Retention: Perm Retention Trigger:
[23037] CUSTOMER COMPLAINTS - RESOLVED <i>EVIDENCE OF CUSTOMER DISSATISFACTION</i>	Applied Retention: 6Years Retention Trigger:
[22932] CUSTOMER LISTS & DATABASE <i>THIS IS CONTACT INFORMATION ON THE DEALERS, DISTRIBUTORS, RETAIL</i>	Applied Retention: 18 Months Retention Trigger:
[30076] Customer PO <i>Customer Purchase Orders/Change Orders</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30078] Customer Support Files	Applied Retention: 8Years Retention Trigger:
[30984] Data - Metallurgical <i>Product case depth and hardness, Product disposition records, Process temperature checks and Metallurgical lab gauge calibrations. Legacy Record Series: 402-009</i>	Applied Retention: 0 months Retention Trigger:
[30494] Data-Quality Checks <i>Profile traces, signature printouts, quality control checks, overlay charts plus correspondence. Legacy Record Series: 402-001</i>	Applied Retention: 20 Years
[30079] Deleted Instrument Log <i>Deleted Instrument log</i>	Applied Retention: 5 Years Retention Trigger:
[23029] DESIGN CERTIFICATION <i>Design certification testing, results, and release.</i>	Applied Retention: Perm Retention Trigger:
[23038] DESIGN REVIEWS <i>reviews of the new product development process. Including planning, development, and pilot phase reviews.</i>	Applied Retention: Perm Retention Trigger:
[23039] DESIGN VERIFICATION TEST AND RESULTS <i>A TABULATION OF ALL DISCREPANCIES AND THEIR RESPECTIVE RESOLUTION</i>	Applied Retention: 8 Years Retention Trigger:
[30080] Detailed Inspection Plan	Applied Retention: 2 Years Retention Trigger:
[30081] Drawing Folder <i>Design Input</i>	Applied Retention: 15 Years Retention Trigger:
[30082] EB 162 <i>Coolant Sampling</i>	Applied Retention: 5 Years Retention Trigger:

BPT Group / Quality

Record Type Name	Retention
[30083] EB 280 <i>Maintenance Log, 834 ComponentWash</i>	Applied Retention: 3Years Retention Trigger:
[30084] EB 285 <i>Fluid Sampling, 3220 ZygloWash</i>	Applied Retention: 3Years Retention Trigger:
[30085] EB 196 <i>Tab Tool change Log Form</i>	Applied Retention: 15 Years Retention Trigger:
[30086] EB 210 <i>Receiving Record of Cust. Supplied Product</i>	Applied Retention: 8Years Retention Trigger:
[30087] EB 214 <i>Request for Est.</i>	Applied Retention: 5Years Retention Trigger:
[30088] EB 244 <i>Document Distributionchecklist</i>	Applied Retention: 6 Months Retention Trigger:
[30089] EB 294 <i>Subcontractor RatingResults</i>	Applied Retention: 3Years Retention Trigger:
[30090] EB 409 <i>Maint. Log-PAWasher/Dryer-M#1261</i>	Applied Retention: 6 Months Retention Trigger:
[30091] Eddy Current Trace <i>Eddy current Trace</i>	Applied Retention: 15 Years Retention Trigger:
[30097] E-PIR <i>Preliminary Inspection Report/Deviation Requests</i>	Applied Retention: 15 Years Retention Trigger:
[30098] FAIR package <i>First Article InspectionReport</i>	Applied Retention: 50 Years Retention Trigger:
[30100] First Article	Applied Retention: 2Years Retention Trigger:
[30101] Fluids Lab Report <i>PA Washer fluid analysisreport</i>	Applied Retention: 1Year Retention Trigger:
[30102] Furnace Charts <i>Furnace charts</i>	Applied Retention: 15 Years Retention Trigger:
[30105] Humidity Chart <i>Humidity chart for assembly.</i>	Applied Retention: 3Years Retention Trigger:
[23040] INSPECTION RECORDS <i>RECEIVING INSPECTION DOCUMENTS, LOGS, SERVICE, PURCHASE ORDERS, CONFIRM CERTIFICATIONS. Legacy Record Series: 401-005</i>	Applied Retention: 10 Years Retention Trigger:
[30057] ISO 18001 OR TIMKEN H&S MANAGEMENT SYSTEM RECORDS <i>RECORDS TO DEMONSTRATE CONFORMANCE WITH ISO 18001 STANDARD INCLUDING THIRD PARTY REPORTS AND CERTIFICATIONS</i>	Applied Retention: 5Years Retention Trigger:

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BPT Group / Quality

Record Type Name	Retention
[23030] ISO INFORMATION <i>Metric ISO (International Standards Organization) product. Includes load rating information, dimension information, etc. Legacy Record Series: 310-016</i>	Applied Retention: 25 Years Retention Trigger:
[30107] Item Master <i>Item Master</i>	Applied Retention: 15 Years Retention Trigger:
[30444] Lab Report	Applied Retention: 3Years Retention Trigger:
[30113] Letters <i>Customer correspondence</i>	Applied Retention: 3Years Retention Trigger:
[30051] LTD FILES - OPEN AND CLOSED	Applied Retention: Perm Retention Trigger:
[30115] LtstRev.xls <i>Training Doc. Change Control Record</i>	Applied Retention: 3Years Retention Trigger:
[30116] Mach. Vibration Rept. <i>Spindle vibration analysisreport</i>	Applied Retention: Perm Retention Trigger:
[23041] MACHINE DOWNTIME <i>Repts are reviewed daily for downtime</i>	Applied Retention: 5Years Retention Trigger:
[30983] Maintenance Records <i>Coolant system concentration checks, Instrument calibration records, Process alarm checks and Process failure event packages (documentation of analysis and corrective actions). Legacy Record Series:402-010</i>	Applied Retention: 15 Years Retention Trigger:
[20059] MAINTENANCE WORK ORDERS	Applied Retention: 8Years Retention Trigger:
[23042] MANAGEMENT REVIEW MINUTES <i>QUARTERLY MEETING DISCUSSING THE STATE OF THE QUALITY MANAGEMENT SYSTEM AND OUR PERFORMANCE TO QUALITY GOALS</i>	Applied Retention: Perm Retention Trigger:
[30123] Misc. mount log <i>Misc. mount log</i>	Applied Retention: 15 Years Retention Trigger:
[30445] MO	Applied Retention: 15 Years Retention Trigger:
[23043] MONTHLY / QUARTERLY QUALITY REPORTS <i>QA SNAPSHOTS, SCORECARDS, METRICS, MANAGER REPORTS</i>	Applied Retention: 5Years Retention Trigger:
[30125] MSE <i>Measurement System Evaluations</i>	Applied Retention: Perm Retention Trigger:
[30126] NDT Calibration/Gage Databases <i>Calibration and Gage Menu</i>	Applied Retention: 15 Years Retention Trigger:

BPT Group / Quality

Record Type Name	Retention
[30127] Nonconformance Reports	Applied Retention: 2Years Retention Trigger:
[30477] Non-Destructive Testing(NDT) <i>Data Lists -- Department numbers, what was inspected, rejected, etc. Legacy Record Series: 419-006</i>	Applied Retention: 20 Years Retention Trigger:
[30043] PBGC FILINGS	Applied Retention: Perm Retention Trigger:
[30026] PERFORMANCE METRICS <i>ENVIRONMENTAL PERFORMANCE METRICS DATA AND GRAPHS</i>	Applied Retention: 5Years Retention Trigger:
[30027] PHASE I & II SITEASSESSMENTS <i>PHASE I & II SITE ENVIRONMENTAL ASSESSMENTS</i>	Applied Retention: Perm Retention Trigger:
[30446] PO	Applied Retention: 8Years Retention Trigger:
[30129] POP146-1 App 1 <i>Approved Supplier List</i>	Applied Retention: Perm Retention Trigger:
[23044] PREFERRED SUPPLIER PROGRAM (PSP) <i>AUDIT REPORTS RELATED TO PSP REQUIREMENTS, PERFORMANCE REPORTS</i>	Applied Retention: Perm Retention Trigger:
[23045] PREVENTIVE ACTION <i>ACTIVITIES TO PREVENT OCCURRENCE OF A PROBLEM</i>	Applied Retention: 5Years Retention Trigger:
[23046] PREVENTIVE MAINTENANCE RECORDS <i>PLANS AND HISTORY OF MAINTENANCE ON PRODUCTION EQUIPMENT</i>	Applied Retention: 8Years Retention Trigger:
[23047] PROCEDURE CHANGEREQUESTS <i>DESCRIPTION OF PROCEDURE CHANGE REQUESTS</i>	Applied Retention: 5Years Retention Trigger:
[23048] PRODUCT ASSURANCE SPEC FILES	Applied Retention: 8Years Retention Trigger:
[30140] QC 101 series <i>Evaluation of Subcontractors-quality sys.</i>	Applied Retention: 15 Years Retention Trigger:
[30133] QC 10b <i>Dimensional Stability - Part Specific</i>	Applied Retention: 50 Years Retention Trigger:
[30141] QC 150C <i>S/n list of parts sent to vendor</i>	Applied Retention: 50 Years Retention Trigger:
[30142] QC 151 SERIES <i>Final Assemblys/nassignment</i>	Applied Retention: 50 Years Retention Trigger:
[30143] QC 159 <i>Ball Receiving Inspection Log</i>	Applied Retention: 3Years Retention Trigger:

This Record Retention Schedule reflects compliance with Corporate requirements, subject to changes made to align with Indian Legal requirements to the extent applicable.

BPT Group / Quality

Record Type Name	Retention
[30144] QC 161 <i>Airborne Particle Count</i>	Applied Retention: 15 Years Retention Trigger:
[30145] QC 167-9 <i>AUDIT FINDINGS - COMP. INSP PAPERWORK</i>	Applied Retention: 15 Years Retention Trigger:
[30146] QC 167-2 <i>Audit findings - Inspect. of Outgoing Bearings</i>	Applied Retention: 15 Years Retention Trigger:
[30147] QC 168 <i>Raw Material Vendor Control</i>	Applied Retention: 15 Years Retention Trigger:
[30148] QC 17 <i>Ball Receiving Inspection Report</i>	Applied Retention: 50 Years Retention Trigger:
[30149] QC 176 <i>Dimensional Stability log-P.A.</i>	Applied Retention: 50 Years Retention Trigger:
[30150] QC 176-1 <i>Dimensional Stability log-Rollers</i>	Applied Retention: 1 Year Retention Trigger:
[30151] QC 178 <i>Roller Metallurgical Inspection Report</i>	Applied Retention: 15 Years Retention Trigger:
[30152] QC 184 <i>Inspection stamp acceptance</i>	Applied Retention: 15 Years Retention Trigger:
[30153] QC 184-1 <i>Customer stamp acceptance</i>	Applied Retention: 15 Years Retention Trigger:
[30154] QC 188 <i>Identification for Traceability ASE</i>	Applied Retention: 50 Years Retention Trigger:
[30155] QC 196B <i>Final Assembly s/n assignment form</i>	Applied Retention: 50 Years Retention Trigger:
[30156] QC 196C <i>Final Assembly s/n assignment form (sub-assemblies)</i>	Applied Retention: 50 Years Retention Trigger:
[30157] QC 211- 1 <i>FPI MONTHLY TEST RECORDS</i>	Applied Retention: 15 Years Retention Trigger:
[30159] QC 211- 5 <i>FPI yearly process control records</i>	Applied Retention: 15 Years Retention Trigger:
[30161] QC 211- 6 <i>MPI PCT output test records</i>	Applied Retention: 15 Years Retention Trigger:
[30163] QC 211- 7 <i>MPI Process Control test records</i>	Applied Retention: 15 Years Retention Trigger:

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BPT Group / Quality

Record Type Name	Retention
[30165] QC 211-10 <i>MPI Quick break testrecords</i>	Applied Retention: 15 Years Retention Trigger:
[30169] QC 211-13 <i>STE weekly white lightrecords</i>	Applied Retention: 15 Years Retention Trigger:
[30171] QC 211-16 <i>MPI Ketos ring calibrationrecords</i>	Applied Retention: 15 Years Retention Trigger:
[30173] QC 211-17 <i>MPI System Maintenance &Control Log</i>	Applied Retention: 50 Years Retention Trigger:
[30174] QC 212-2 <i>Packing and lubrication inspection form</i>	Applied Retention: 50 Years Retention Trigger:
[30175] QC 216 <i>S/O traceability check offsheet</i>	Applied Retention: 50 Years Retention Trigger:
[30176] QC 229A <i>Bi-monthly HT ProcessVerification</i>	Applied Retention: 15 Years Retention Trigger:
[30177] QC 229B <i>Bi-weekly MaterialVerification</i>	Applied Retention: 15 Years Retention Trigger:
[30134] QC 238 <i>FURNANCE UNIFORMITYSURVEY</i>	Applied Retention: 15 Years Retention Trigger:
[30179] QC 247 <i>Final Inspection report carburized rings (ECS 7.20)</i>	Applied Retention: 15 Years Retention Trigger:
[30180] QC 247-1 <i>Inprocess carburized ring dim.inspection</i>	Applied Retention: 50 Years Retention Trigger:
[30181] QC 247-2 <i>Metallurgical Final Insp.Report</i>	Applied Retention: 15 Years Retention Trigger:
[30182] QC 247-5 A thru F <i>Carburization Run Charts</i>	Applied Retention: 15 Years Retention Trigger:
[30183] QC 252 Series <i>MeasurementStandardsCertifications</i>	Applied Retention: 15 Years Retention Trigger:
[30185] QC 254-1 <i>Eddy current inspectionreport</i>	Applied Retention: 50 Years Retention Trigger:
[30186] QC 254-2 <i>Ball Eddy Current InspectionReport</i>	Applied Retention: 50 Years Retention Trigger:
[30187] QC 259 <i>MetallurgicalReport</i>	Applied Retention: 15 Years Retention Trigger:

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BPT Group / Quality

Record Type Name	Retention
[30188] QC 319 <i>CMM Planning Sheet</i>	Applied Retention: 1Year Retention Trigger:
[30189] QC 359 <i>Daily Package Test Log</i>	Applied Retention: 3Years Retention Trigger:
[30190] QC 359-1 <i>Heat Seal Seam Test</i>	Applied Retention: 3Years Retention Trigger:
[30191] QC 396 <i>Calibration Out-Of-Tolerance Form</i>	Applied Retention: 1Year Retention Trigger:
[30192] QC 400 <i>Bar, Tubing, Forging Inspection</i>	Applied Retention: 50 Years Retention Trigger:
[30193] QC 413 <i>Preliminary Inspection Report</i>	Applied Retention: 50 Years Retention Trigger:
[30194] QC 430-9A <i>Data Sheet</i>	Applied Retention: 50 Years Retention Trigger:
[30195] QC 436 <i>Oscillation output frequency calibration</i>	Applied Retention: 50 Years Retention Trigger:
[30198] QC 440-1 <i>Surface Temper Etch Solution make-up Log</i>	Applied Retention: 1Year Retention Trigger:
[30199] QC 440-3 <i>Timer calibration records</i>	Applied Retention: 15 Years Retention Trigger:
[30201] QC 440-4 <i>Thermometer calibration records</i>	Applied Retention: 15 Years Retention Trigger:
[30203] QC 465-1 <i>Nital etch EPS 39 Process Control</i>	Applied Retention: 50 Years Retention Trigger:
[30204] QC 465-2 <i>Nital Etch EPS 39 Append 1, Pre-Clean</i>	Applied Retention: 50 Years Retention Trigger:
[30205] QC 46B <i>FPI Log</i>	Applied Retention: 50 Years Retention Trigger:
[30206] QC 46C <i>Mag. Particle Inspection</i>	Applied Retention: 50 Years Retention Trigger:
[30207] QC 476 series <i>Rework Process Instructions and Inspection Sheet</i>	Applied Retention: 50 Years Retention Trigger:
[30209] QC 48A <i>Temper Etch Inspection Log</i>	Applied Retention: 50 Years Retention Trigger:

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BPT Group / Quality

Record Type Name	Retention
[30135] QC 5 <i>Receiving Inspection Report</i>	Applied Retention: 50 Years Retention Trigger:
[30136] QC 50 <i>HARDNESS TESTER DAILY CALIBRATION LOG</i>	Applied Retention: 15 Years Retention Trigger:
[30137] QC 50-4 <i>MONTHLY HARDNESS TESTER CALIBRATION LOG</i>	Applied Retention: 15 Years Retention Trigger:
[30210] QC 51B <i>Fluorescent Penetrant Calibration Log</i>	Applied Retention: 50 Years Retention Trigger:
[30211] QC 521 <i>ECS 7.17 Rivet Quality Data Sheet</i>	Applied Retention: 7 Years Retention Trigger:
[30212] QC 521-2 <i>ECS 8.6 Rivet Quality Data Sheet</i>	Applied Retention: 7 Years Retention Trigger:
[30213] QC 555 <i>Material Check Eddy Current Log</i>	Applied Retention: 15 Years Retention Trigger:
[30214] QC 563 <i>CMM calibration records</i>	Applied Retention: 15 Years Retention Trigger:
[30215] QC 564 <i>CMM calibration records</i>	Applied Retention: 15 Years Retention Trigger:
[30138] QC 587 <i>PRESERVATION OIL CONTAMINATION INSPECTION</i>	Applied Retention: 1 Year Retention Trigger:
[30216] QC 588-1 <i>Machine 1006 Log</i>	Applied Retention: 5 Years Retention Trigger:
[30217] QC 588-2 <i>Machine 1007 Log</i>	Applied Retention: 5 Years Retention Trigger:
[30219] QC 604 <i>Inspection Per ECS 7.24 (Met Lab & Final Insp)</i>	Applied Retention: 7 Years Retention Trigger:
[30220] QC 607 <i>Push-through force 8-532-4-R</i>	Applied Retention: 50 Years Retention Trigger:
[30221] QC 608 <i>BHTI Primary or Critical Part Audit</i>	Applied Retention: 3 Years Retention Trigger:
[30139] QC 64 <i>Dimensional Stability, Rings/Rollers</i>	Applied Retention: 50 Years Retention Trigger:
[30222] QC 558-2 <i>SPC Data Collection Sheet/5 pc. Sub.</i>	Applied Retention: 3 Years Retention Trigger:

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BPT Group / Quality

Record Type Name	Retention
[30223] QC558-3 <i>Machine/Gage Capability data</i>	Applied Retention: Perm Retention Trigger:
[30225] QPP <i>COMPONENT INSPECTION RECORD</i>	Applied Retention: 50 Years Retention Trigger:
[30226] Quality Audit Results	Applied Retention: 8Years Retention Trigger:
[23050] QUALITY REPORTS <i>QUALITY AND SUPPLIER RATING REPORTS</i>	Applied Retention: 8Years Retention Trigger:
[30227] Quality System Management Review Meeting Minutes	Applied Retention: 2Years Retention Trigger:
[23051] QUALITY SYSTEM RECORDS <i>QUALITY MANUALS, TRAINING RECORDS, QUALITY PROCEDURES.</i>	Applied Retention: 8Years Retention Trigger:
[30228] Quotes	Applied Retention: 2Years Retention Trigger:
[23032] REQUEST FOR DESIGN CERTIFICATION <i>REQUEST TO INITIATE A. DESIGN TEST REGIMEN FOR DESIGN CERTIFICATION.</i>	Applied Retention: 8 Months Retention Trigger:
[30229] Request for Material Review Action (RMRA)	Applied Retention: 2Years Retention Trigger:
[30230] Retained Austinite Log Book <i>Retained Austinite Log Book</i>	Applied Retention: 15 Years Retention Trigger:
[30231] Return of Material	Applied Retention: 2Years Retention Trigger:
[30232] Roller Eddy Current log <i>Roller Eddy Current log</i>	Applied Retention: 15 Years Retention Trigger:
[30235] Sign-out Books <i>Part Number Sign-out Books</i>	Applied Retention: 15 Years Retention Trigger:
[30046] SPD/SMM	Applied Retention: Perm Retention Trigger:
[23052] SPEC CERTIFICATIONS	Applied Retention: 5Years Retention Trigger:
[30236] Specification Sheet <i>TA Specification Sheet</i>	Applied Retention: 15 Years Retention Trigger:
[30237] Statistics <i>Statistical Information on Mfg. Processes</i>	Applied Retention: 5Years Retention Trigger:

BPT Group / Quality

Record Type Name	Retention
[23053] STOP SHIP REQUESTS <i>PRODUCT CANNOT BE SHIPPED UNTIL ISSUE IS RESOLVED</i>	Applied Retention: 5Years Retention Trigger:
[30986] Supplier PPAPs <i>PPAP (PRODUCTION PART APPROVAL PROCESS) DOCUMENTS AND FAIR (FIRST ARTICLE INSPECTION REPORTS) DOCUMENTS. FUTURE RECORDS ARE MOVING TO ELECTRONIC STORAGE SO THE INTENTION IS NOT TO SEND ANY ADDITIONAL FILES TO HARD COPY STORAGE. Legacy Record Series: 401-006</i>	Applied Retention: 20 Years Retention Trigger:
[30238] TEF-1'S <i>Job Skill Summary</i>	Applied Retention: 5Years Retention Trigger:
[30239] TEF-4 <i>TA Training Record</i>	Applied Retention: 5Years Retention Trigger:
[30240] TEF-5 <i>OJT Training Check Sheet</i>	Applied Retention: 5Years Retention Trigger:
[30241] TEF6's <i>Certification Forms</i>	Applied Retention: 5Years Retention Trigger:
[30242] Temp/Humidity Chart <i>Temperature/Humidity Chart, Roller Sort</i>	Applied Retention: 5Years Retention Trigger:
[30243] Temperature Chart <i>Temperature Chart for Assembly</i>	Applied Retention: 5Years Retention Trigger:
[30059] TRAINING RECORDS <i>RECORDS OF HEALTH AND SAFETY TRAINING, also new employee training material. Legacy Record Series: 221-003</i>	Applied Retention: Perm Retention Trigger:
[30245] Vend Cal Certs <i>Vendor Certification Forms</i>	Applied Retention: 15 Years Retention Trigger:
[30246] Vendor Certification <i>Retained Austinite</i>	Applied Retention: 15 Years Retention Trigger:
[30247] Vendor Evaluations	Applied Retention: 2Years Retention Trigger:
[30248] Vendor Inspection Record <i>Inspection record from Vendor (tooling, part)</i>	Applied Retention: 50 Years Retention Trigger:
[30474] Warranty & Product Liability Records <i>WARRANTY AND PRODUCT LIABILITY RECORDS. Legacy Record Series: 401-005</i>	Applied Retention: 20 Years Retention Trigger:
[30249] Weld Process Schedule	Applied Retention: Perm Retention Trigger:
[30250] Work Order Records Packages <i>Work Order packages consisting, as appropriate & required per Worksopce, of the following: Work Order, Maintenance Release, Test Data, Inspection/Condition Report, Logbook Copy, Receiving Inspection Form, Repair Specification, Airworthiness Directive Compl</i>	Applied Retention: 8Years Retention Trigger:

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Where You Turn

Timken India Limited

BPT Group / Quality

Record Type Name	Retention
[30251] Work Order Records Packages - (Accounting Package)	Applied Retention: 8Years Retention Trigger:
[30252] X-Ray Film	Applied Retention: 2Years Retention Trigger:

This Record Retention Schedule reflects compliance with Corporate requirements, subject to changes made to align with Indian Legal requirements to the extent applicable.

BPT Group / Sales & Marketing

Record Type Name	Retention
[20362] ADVERTISING RECORDS <i>Original Proofs of Ads, also tear sheet ads that cover all division of the Company. Legacy Record Series: 026--008, 026-009, 026-010, 026-011, 026-014, 026-015, 026-016, 026-031 Historical</i>	Applied Retention: Perm Retention Trigger:
[24508] AGENCY CONTRACTS - ACTIVE	Applied Retention: Perm Retention Trigger: Expired
[24347] BRAND STRATEGY	Applied Retention: 8Years Retention Trigger:
[24512] BROCHURES - CURRENT	Applied Retention: Perm Retention Trigger:
[20364] BROCHURES - PAST COPIES	Applied Retention: 8Years Retention Trigger:
[23055] COMMISSION STATEMENTS <i>MONTHLY STATEMENTS SENT TO SALES REPS INDICATING SALES PERFORMANCE AND COMMISSION AMOUNT EARNED.</i>	Applied Retention: 8Years Retention Trigger:
[23056] COMPETITOR INFORMATION <i>REFERENCE INFORMATION</i>	Applied Retention: 4Years Retention Trigger:
[20399] CONTRACT REVIEW <i>SALES ORDERS AND SUPPORTING INFORMATION ON DUE DATES AND QUANTITIES. INCLUDES BACK ORDER RECORDS.</i>	Applied Retention: 4Years Retention Trigger:
[23058] CONTRACTS AND AGREEMENTS - SUPPORTING DOCUMENTATION <i>CONTRACT NEGOTIATION DRAFTS AND REVISIONS. THE BARGAINING PROCESS AND ANY SUPPORTING DOCUMENTATION IS OFTEN USED AS EVIDENCE IN COURTS TO CLARIFY AN AMBIGUITY OF THE FINAL AGREEMENT.</i>	Applied Retention: 15 Years Retention Trigger:
[20461] CORRESPONDENCE <i>Includes internal, external, incoming and outgoing correspondence for domestic and overseas customers. Legacy Record Series: 251-00, 295-002, 557-001</i>	Applied Retention: 10 Years Retention Trigger:
[24523] CUSTOMER ACCOUNTS - ACTIVE <i>BIDS, CONTRACTS AND AGREEMENTS, QUOTES, CORRESPONDENCE, SALES ORDERS AND CREDIT REPORTS.</i>	Applied Retention: Perm Retention Trigger:
[22930] CUSTOMER ACCOUNTS - CLOSED <i>BIDS, CONTRACTS AND AGREEMENTS, QUOTES, CORRESPONDENCE, SALES ORDERS AND CREDIT REPORTS.</i>	Applied Retention: 8Years Retention Trigger:
[23061] CUSTOMER CORRESPONDENCE <i>LETTERS, SUPPORTING MATERIALS, QUOTES, FAXES, PROPOSALS CONCERNING ORDER INQUIRIES. Legacy Record Series: 573-001, 959-003</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[20401] CUSTOMER INFORMATION <i>Information on Customers including address, products ordered, etc.</i>	Applied Retention: Perm Retention Trigger:

BPT Group / Sales & Marketing

Record Type Name	Retention
[22932] CUSTOMER LISTS & DATABASE <i>THIS IS CONTACT INFORMATION ON THE DEALERS, DISTRIBUTORS, RETAIL</i>	Applied Retention: 18 Months Retention Trigger:
[20470] CUSTOMER ORDERS <i>Customers/Vendors Confirming Purchase Orders/Change Orders, Order Acknowledgements and supporting detail. Legacy Record Series:209-002,209-006, 209-025, 508-015,573-008, 802-008,959-006</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[20367] DIRECT MAIL	Applied Retention: 3Years Retention Trigger:
[23062] DISTRIBUTION FORECASTS <i>WHAT EACH DISTRIBUTOR IS FORECASTED TO DO IN SALES and PROFIT. Legacy Record Series:113-001,113-006,113-018</i>	Applied Retention: 15 Years Retention Trigger:
[24527] DISTRIBUTOR CONTRACTS- ACTIVE	Applied Retention: Perm Retention Trigger:
[23063] DISTRIBUTOR CONTRACTS -EXPIRED <i>THIS IS LETTERS TERMINATING THE CONTRACTS OF DISTRIBUTORS</i>	Applied Retention: 15 Years Retention Trigger:
[23064] EXPENSE REPORT - COPIES <i>REPORT OF BUSINESSEXPENSES</i>	Applied Retention: 1Year Retention Trigger:
[20368] EXTERNAL PUBLICATIONS <i>Newsletters, Auto Yearbooks, pamphlets and annual reports. Legacy Record Series: 204-007,204-008,204-009</i>	Applied Retention: 20 Years
[23085] FORECASTS / PLANS <i>MONTHLY ROLLING 12-MONTH FINANCIAL UPDATES TO THE OPERATING PLAN</i>	Applied Retention: 3 Years Retention Trigger:
[20403] INDUSTRY INFORMATION	Applied Retention: 8 Years Retention Trigger:
[20369] INTERNAL PUBLICATIONS <i>Benchmarking information.</i>	Applied Retention: 3 Years Retention Trigger:
[20371] MARKET RESEARCH	Applied Retention: 4 Years Retention Trigger:
[20372] MARKETING SURVEYS & ANALYSIS <i>Polls, surveys,sales, analysis and reports conducted by outside agencies. Legacy Record Series:113-007</i>	Applied Retention: 10 Years Retention Trigger:
[20010] NEWS RELEASES	Applied Retention: 5 Years Retention Trigger:
[22936] ORDER ENTRY <i>Order information including specifications and production path.</i>	Applied Retention: 8 Years Retention Trigger:
[23066] PRICE CONCESSION REPORT <i>PRICE CONCESSION FOR COMPETITIVE SITUATION</i>	Applied Retention: 8 Years Retention Trigger:

BPT Group / Sales & Marketing

Record Type Name	Retention
[24383] PRICING AGREEMENTS -EXPIRED <i>Old negotiated contracts with customers ,including signatures,details and expired prices.</i> <i>Legacy Record Series: 203-001,203-002</i>	Applied Retention: 15 Years Retention Trigger:
[22937] PRICING DATA <i>OFFICIAL PRICE LIST AND PRICE PROPOSALS FOR ALL PRODUCTS, CHANNELS AND ACCOUNTS. Legacy Record Series: 250-004,295-008 *</i>	Applied Retention: 10 Years Retention Trigger:
[24562] PRODUCT INFORMATION -CURRENT <i>PRODUCT CATALOGS, SPECIFICATIONS, PRODUCT AND PRICING SHEETS, CORRESPONDENCE, DATA,REQUESTS</i>	Applied Retention: Perm Retention Trigger:
[23069] PRODUCT INFORMATION - SUPERSEDED <i>PRODUCT CATALOGS, SPECIFICATIONS, PRODUCT AND PRICING SHEETS, CORRESPONDENCE, DATA, PRODUCT REQUESTS. Legacy Record Series: 222-004</i>	Applied Retention: 9Years Retention Trigger:
[20374] PROMOTION & PRODUCT DOCUMENTATION <i>Documentation and supporting material for marketing campaigns, promotions and products.</i>	Applied Retention: 8Years Retention Trigger:
[23070] PROMOTIONAL MATERIALS <i>CO-OP CONTRACTS COPIES, OFFER LETTERS FOR ADS</i>	Applied Retention: 5Years Retention Trigger:
[30490] Published PriceSchedules <i>This is the only historical copy maintained on this record. Legacy Record Series: 203-003</i>	Applied Retention: Perm Retention Trigger:
[23071] QUOTE REQUESTS <i>CUSTOM MEDIA REQUEST FOR QUOTE FROM TELESALLES/ CUSTOMER BASE</i>	Applied Retention: Perm Retention Trigger:
[24567] RESELLER AGREEMENT - ACTIVE	Applied Retention: Perm Retention Trigger:
[20375] SALES PROMOTIONS <i>Cost, vendors, guidelines, winners and analysis.</i>	Applied Retention: 2Years Retention Trigger:
[23073] SALES REPORTS <i>INCLUDES POS, AND ECOMMERCE SALES,Company dollar Sales, TRACKING REPORTS, HISTORY REPORTS, COMMISSIONS REPORTS. Legacy Record Series: 113-017</i>	Applied Retention: 30 Years Retention Trigger:
[30296] SALES- REPORTS, INVS, X BILLINGS, ENTRIES, SCRAP <i>Listin of top Customer Sales. Legacy Record Series: 113-019,114-692</i>	Applied Retention: 15 Years Retention Trigger:
[23074] SERVICE BULLETINS <i>TECHNICAL SERVICEBULLETIN</i>	Applied Retention: 3Years Retention Trigger:
[20376] TREND ANALYSIS <i>Operational trends at the company / division / region levels.</i>	Applied Retention: 3Years Retention Trigger:
[24578] VENDOR AGREEMENTS -ACTIVE <i>Accepted bids, contracts, licensing agreements transactions, legal documentation, software specifications, vendor appraisals and related correspondence.</i>	Applied Retention: Perm Retention Trigger: Expired
[23075] VENDOR AGREEMENTS -EXPIRED <i>Accepted bids, contracts, licensing agreements transactions, legal documentation, software specifications, vendor appraisals and related correspondence. Legacy Record Series: 023-008</i>	Applied Retention: 15 Years Retention Trigger: Expired



Where You Turn

Timken India Limited

BPT Group / Sales & Marketing

Record Type Name

[20406] WEEKLY SALES REPORTS

Company-wide sales reporting for weekly sales call.

Retention

Applied Retention: 1Year

Retention Trigger:

BPT Group /Shipping/Transportation

Record Type Name	Retention
[22926] BILLS OF LADING <i>SHIPPING RECORDS FOR VARIOUS CARRIERS. Legacy Record Series: 024-001, 024-004, 024-033, 518-005</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[23077] CUSTOMER / VENDOR FILES <i>RECORDS PERTAINING TO INTERNAL AND EXTERNAL SUPPLIERS AND CUSTOMERS.</i>	Applied Retention: Perm Retention Trigger: Tax Consideration
[22944] EXPORT DOCUMENTATION <i>INCLUDING IN-BOND SHIPMENTS, CONSOLIDATED COMMERCIAL INVOICES, Purchase Orders , PACKING LISTS and other relating shipping documents. Legacy Record Series: 209-007</i>	Applied Retention: 10 Years Retention Trigger:
[30504] EXPORT LICENSES <i>A government granted License for the rights to ship specified goods to a specified Country. Legacy Record Series: 024-034</i>	Applied Retention: 10 Years Retention Trigger:
[23018] FREIGHT AND A/P RECORDS <i>FREIGHT CLAIMS AND BILLS. Legacy Record Types: 024-010</i>	Applied Retention: 8Years Retention Trigger:
[20410] FREIGHT RECORDS	Applied Retention: 8Years Retention Trigger:
[22979] HAZMAT TRANSPORTATION RECORDS <i>HAZARDOUS MATERIALS TRANSPORTATION Legacy Record Series: 024-031</i>	Applied Retention: Perm Retention Trigger:
[30463] Import and Export Shipment Documentation <i>Bills paid showing customs, duty paid, packing lists, freight and brokerage charges. Also any paperwork showing issues solved for International Shipments. Legacy Record Series: 209-019, 209-021, 304-009</i>	Applied Retention: 10 Years Retention Trigger:
[22945] IMPORT DOCUMENTATION <i>Completed purchase order, invoices, packing slips and Proforma Invoices. Legacy Record Series: 209-024, 959-005</i>	Applied Retention: 10 Years Retention Trigger:
[20095] MAIL RECORDS <i>Certified, registered logs, mail meter usage log and department mail log.</i>	Applied Retention: 6 Months Retention Trigger:
[20411] MATERIAL MOVEMENT INSTRUCTIONS	Applied Retention: 5Years Retention Trigger:
[20412] PACKING LIST <i>IDENTIFIES FOLLOWING ELEMENTS OF EACH PALLET IN THE SHIPMENT: PRODUCT, QUANTITY, WEIGHT, AND SIZE. ALSO IDENTIFIES WHO THE SHIPMENT WAS SOLD TO, THE INVOICE NUMBER, AND THE DATE. Legacy Record Series: 209-031, 012-001, 425-001, 089-005, 802-003, 516-012, 516-009</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[23082] PHYSICAL INVENTORY <i>PHYSICAL INVENTORY FILES DETAILING INVENTORY.</i>	Applied Retention: 8Years Retention Trigger:
[23023] RECEIVING RECORDS <i>RECEIVING RECORD LOGS, PACKING SLIPS, DISCREPANCY REPORTS, CERTIFICATES OF ORIGIN, BILLS OF LADING, MANIFESTS</i>	Applied Retention: 8Years Retention Trigger:
[20413] RETURNED GOODS RECORDS	Applied Retention: 8Years Retention Trigger:

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Timken India Limited

BPT Group /Shipping/Transportation

Record Type Name	Retention
[23021] SHIPPING MANIFESTS <i>DAILY SHIPMENT DETAIL REPORT</i>	Applied Retention: 8Years Retention Trigger:
[23024] SHIPPING RECORDS <i>PICK SLIPS, SHIPPING REQUEST FORMS, SHIPMENT DETAIL REPORTS, SHIPMENT LOGS, Pick-up logs, WAYBILL FORMS, Dock Audits, Picketickets, Daily Row Checks & BILLS OF LADING. Legacy Record Series: 024-012, 425-001, 959-007, 959-008</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration

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Timken India Limited

Corporate / Administration

Record Type Name

Retention

[20461] CORRESPONDENCE

Includes internal, external, incoming and outgoing correspondence for domestic and overseas customers. Legacy Record Series: 251-00,295-002,557-001

Applied Retention: 10 Years

Retention Trigger:

[20011] OFFICE SUPPLY ORDER

Records of individual department office supply orders.

Applied Retention: 8 Years

Retention Trigger:

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Corporate / Audit

Record Type Name	Retention
[20013] AUDIT ADMINISTRATION RECORDS <i>Ethics line reports, audit committee materials, regulatory presentations, staff scheduling, department budget and training materials.</i>	Applied Retention: 8Years Retention Trigger:
[20014] AUDIT COMMITTEE AGENDAS & MINUTES <i>Includes summary of audit activities and results of audits.</i>	Applied Retention: 8Years Retention Trigger:
[30068] Audit Plans <i>Checklists, Audit Results from Internal Audits</i>	Applied Retention: 3Years Retention Trigger:
[20002] AUDIT REPORTS - EXTERNAL <i>External audit (SAS 70, etc.) and regulatory examination reports. Legacy Record Series: 119-041</i>	Applied Retention: 8Years Retention Trigger:
[20003] AUDIT REPORTS - INTERNAL <i>Audit reports and responses. Legacy Record Series: 117-001, 117-003, 117-004, 023-009 Audit Consideration</i>	Applied Retention: 8Years Retention Trigger:
[20004] AUDIT WORKPAPERS <i>Scope sheets, organization charts, audit programs, test work documents, checklist and correspondence. Legacy Record Series: 117-005</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[20019] BOARD COMMITTEE DOCUMENTS <i>Back-up information for Board of Director meetings. Contains only notes, memos, agenda and other correspondence related to meeting. Presentations are to be retired under Board of Director Presentations. Not here. Legacy Record Series: 351-009</i>	Applied Retention: Perm Retention Trigger:
[20018] DISCLOSURE & CONTROL PROCEDURES <i>Risk analysis, listing of GL accounts, business line overview, test work and summaries.</i>	Applied Retention: 8Years Retention Trigger:
[20020] FRAUD FILES - CLOSED	Applied Retention: 8Years Retention Trigger: Closed
[24538] FRAUD FILES - OPEN	Applied Retention: Perm Retention Trigger: Closed
[24590] SOX 404 TEST ACTION PLANS <i>SOX audit programs for each business process with historical results.</i>	Applied Retention: 8Years Retention Trigger:

Corporate / Benefits

Record Type Name	Retention
[30500] AnnuityCertificates/Cards <i>Certificates sent to salary plan participants to guarantee their pensions and signature cards showing waiver or acceptance of annuity. Legacy Record Series: 020-037,020-049</i>	Applied Retention: Perm Retention Trigger:
[30329] Benefit Plan Mgmt - International Pensions <i>Documentation relating to International (non-US) pension plans. Original copies of contracts and deeds maintained. Legacy Record Series: 020-031,020-032*</i>	Applied Retention: 20 Years Retention Trigger:
[20128] BILLING STATEMENTS /ADJUSTMENTS <i>HMO/PPO billing statements and records from insurance carriers. Legacy Record Series: 020-060</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[20219] COBRA FILES - CLOSED <i>Cobra applications for qualified beneficiaries and separations, Legacy Record Series: 020-062</i>	Applied Retention: 15 Years Retention Trigger:
[20137] COMPANY FINANCIAL FILES <i>Annual reports, monthly reports, quarterly reports, SEC reports and other budget reports including S & A budgets. Legacy Record Series:020-072, 100-002,100-011</i>	Applied Retention: Perm Retention Trigger:
[20249] GROUP INSURANCE POLICIES - EXPIRED <i>These Booklets are past insurance programs that are negotiated by the union. Also Aetna, Blue Cross and Blue Shield, Royal Globe inactive Insurance contracts. Legacy Record Series: 020-033,020-034</i>	Applied Retention: 15 Years Retention Trigger:
[20269] PAYROLL REGISTERS <i>Payroll and Pension registers, earnings logs, transaction forms, retirement funds, report of contributions,including Union/Wyatt reports and defined contributions retirement plan participant statements. Legacy Record Series: 020-029,020-038, 020-042,108-043</i>	Applied Retention: 20 Years Retention Trigger:
[20273] PENSION / 401KPLANS <i>Signed Plans designs,fund transfers and documents. for company sponsored welfare and retirement plans. Summary plan Descriptions (SPD'S) for company sponsored welfare and retirement plans and all supporting documentation. Legacy Record Series: 020-044,020-075,020-079</i>	Applied Retention: Perm Retention Trigger:
[20276] PERSONNEL STATUS CHANGESFORMS <i>Includes Dependent forms. Legacy Record Series: 020-064*</i>	Applied Retention: 6Years Retention Trigger:
[30501] Reimbursements and Payoffs <i>Confidential Loan payoffs and reimbursements. Legacy Record Series: 020-058,020-070</i>	Applied Retention: 10 Years Retention Trigger:
[20280] RETIREE & TERM VESTED FILES <i>Files with pension election, pre-retirement election or accrued benefit information. Also pension applications for deceased retirees. Legacy Record Series: 020-015,020-074</i>	Applied Retention: 20 Years Retention Trigger:
[20281] RETIREMENT FILES -CLOSED <i>Personnel folders, new employees data sheets, raise authorizations, employee status reports, contracts and time cards.020-045</i>	Applied Retention: 8Years Retention Trigger:
[20287] TAX RECORDS <i>Forms and reports required by the IRS. Includes form 5500 which lists active staff participating in benefit plans. Also includes employee withholding, pretax accounting records,correspondence and special projects. Legacy Record Series: 020-076,100-013,120-001</i>	Applied Retention: Perm Retention Trigger:
[30435] United Steel Workers Union Contract Negotiations <i>Documents related to negotiation of contracts, including health care data, with United Steel Workers Legacy RS007-002,020-035,020-047*</i>	Applied Retention: 20 Years Retention Trigger:

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Corporate / Communications

Record Type Name	Retention
[20362] ADVERTISING RECORDS <i>Original Proofs of Ads,also tear sheet ads that cover all division of the Company. Legacy Record Series: 026--008,026-009,026-010,026-011,026-014,026-015,026-016,026-031 Historical</i>	Applied Retention: Perm Retention Trigger:
[24508] AGENCY CONTRACTS - ACTIVE	Applied Retention: Perm Retention Trigger: Expired
[24347] BRAND STRATEGY	Applied Retention: 5Years Retention Trigger:
[24512] BROCHURES - CURRENT	Applied Retention: Perm Retention Trigger:
[20364] BROCHURES - PAST COPIES	Applied Retention: 8Years Retention Trigger:
[30299] Employee Communications <i>Mass communications sent to associates/employees including internal news stories posted on the company's intranet.</i>	Applied Retention: 2Years Retention Trigger:
[20010] NEWS RELEASES	Applied Retention: 5Years Retention Trigger:
[20052] PUBLIC RELATIONSRECORDS <i>News releases, press releases, video footage and media clips.</i>	Applied Retention: 10 Years Retention Trigger:
[30505] Shows & Exhibits <i>Correspondence on making an Exhibit for a Show. Legacy Record Series 026-029</i>	Applied Retention: 10 Years Retention Trigger:
[24571] SPECIAL PROJECT FILES -OPEN <i>Web information, presentations, internal memos, valuations, public company information and industry magazines.</i>	Applied Retention: Perm Retention Trigger: Completed
[23089] SPECIAL PROJECTS <i>Web information, presentations, internal memos, valuations, public company information and industry magazines.</i>	Applied Retention: Perm Retention Trigger: Completed

Corporate / Corporate Real Estate

Record Type Name	Retention
[20053] BUILDING INSPECTIONS& REPORTS	Applied Retention: 10 Years Retention Trigger:
[20469] CUSTOMER COMPLAINTREPORT <i>LIST OF CUSTOMER COMPLAINTS, DOCUMENTED COPY OF CUSTOMER COMPLAINT. COPY OF ORIGINAL COMPLAINT, IF APPLICABLE, ACTIONS TAKEN TO RESOLVE COMPLAINT.</i>	Applied Retention: 10 Years Retention Trigger:
[20064] PAYMENT REQUESTS <i>Copies of all forms sent to A/P for payment of invoices and department expenses.</i>	Applied Retention: 1Month Retention Trigger:
[20065] REMODELING PLANS	Applied Retention: 5Years Retention Trigger:
[20066] SITE PLANS	Applied Retention: 2Years Retention Trigger:
[24574] TENANT LEASE FILES - ACTIVE <i>Includes leases, site drawings, taxes, assessments, and operating costs.</i>	Applied Retention: Perm Retention Trigger: Expired
[20012] TENANT LEASE FILES - EXPIRED <i>Includes leases, site drawings, taxes, assessments, and operating costs.</i>	Applied Retention: 15 Years Retention Trigger: Expired
[24578] VENDOR AGREEMENTS - ACTIVE <i>Accepted bids, contracts, licensing agreements transactions, legal documentation, software specifications, vendor appraisals and related correspondence.</i>	Applied Retention: Perm Retention Trigger: Expired
[23075] VENDOR AGREEMENTS - EXPIRED <i>Accepted bids, contracts, licensing agreements transactions, legal documentation, software specifications, vendor appraisals and related correspondence. Legacy Record Series: 023-008</i>	Applied Retention: 15 Years Retention Trigger: Expired



Timken India Limited

Corporate / Customs

Record Type Name	Retention
[30274] Contractor/Visitor Reports <i>Log of contractor's/visitors entering Company property at all Munition Parts Plants.</i>	Applied Retention: 10 Years Retention Trigger:
[20409] CUSTOMS DOCUMENTS <i>CUSTOMS INVOICES, AIRBILLS.</i>	Applied Retention: 10 Years Retention Trigger:
[22943] DUTY DRAWBACKS <i>REPORTS, AUDIT MATERIALS, DUTY DRAWBACK CLAIMS.</i> <i>Legacy Record Series: 209-023</i>	Applied Retention: 10 Years Retention Trigger:
[22944] EXPORT DOCUMENTATION <i>INCLUDING IN-BOND SHIPMENTS, CONSOLIDATED COMMERCIAL INVOICES, Purchase Orders, PACKING LISTS and other relating shipping documents. Legacy Record Series: 209-007</i>	Applied Retention: 10 Years Retention Trigger:
[30463] Import and Export Shipment Documentation <i>Bills paid showing customs, duty paid, packing lists, freight and brokerage charges. Also any paperwork showing issues solved for International Shipments. Legacy Record Series: 209-019, 209-021, 304-009</i>	Applied Retention: 10 Years Retention Trigger:
[22945] IMPORT DOCUMENTATION <i>Completed purchase order, invoices, packing slips and Proforma Invoices. Legacy Record Series: 209-024, 959-005</i>	Applied Retention: 10 Years Retention Trigger:
[24364] INBOUND MERCHANDISE	Applied Retention: 10 Years Retention Trigger:

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Corporate / Environmental Health and Safety

Record Type Name	Retention
[30256] ACQUISITIONS - DUE DILIGENCE <i>Environmental documentation (e.g. records, permits/licenses, agreements, etc.) associated with due diligence investigations for potential acquisitions. Legacy Record Series: 119-043</i>	Applied Retention: Perm Retention Trigger:
[30014] AGENCY INSPECTIONS <i>Government inspection reports and supporting documentation.</i>	Applied Retention: 10 Years Retention Trigger:
[30015] AIR AND WASTE WATER PERMITS <i>Air and waste water discharge permits, applications, analyses, calibration records, reports and correspondence</i>	Applied Retention: Perm Retention Trigger:
[22966] ASBESTOS RECORDS <i>ASBESTOS ABATEMENT/DEMOLITION PROJECT RECORDS, SURVEY RECORDS, TRAINING RECORDS.</i>	Applied Retention: Perm Retention Trigger:
[22968] CERCLA RECORDS <i>WASTE FACILITY LIABILITY RECORDS" AND "RECORDS RELATED TO LIABILITY (CERCLA AND OTHER) ASSOCIATED WITH FACILITIES USED FOR WASTE DISPOSAL.</i>	Applied Retention: Perm Retention Trigger:
[22973] ENVIRONMENTAL COMPLIANCE AUDIT RECORDS <i>AUDIT REPORTS AND RELATED RESPONSES, MEMOS, NOTES AND CHECKLISTS.</i>	Applied Retention: 10 Years Retention Trigger:
[30257] ENVIRONMENTAL INQUIRIES <i>INQUIRIES OR COMPLAINTS FROM CITIZENS AND OTHER INTERESTED PARTIES AND SUPPORTING DOCUMENTATION</i>	Applied Retention: 6 Years Retention Trigger:
[30258] ENVIRONMENTAL PERFORMANCE METRICS <i>PERFORMANCE METRICS AND SUPPORTING DOCUMENTATION</i>	Applied Retention: 5 Years Retention Trigger:
[30259] ENVIRONMENTAL POLICY AND WORLDWIDE STANDARDS - CURRENT <i>ENVIRONMENTAL POLICIES, DIRECTIVES, AND STANDARDS. Also federal regulation and compliance. Legacy Record Series: 119-018, 119-021</i>	Applied Retention: 20 Years Retention Trigger:
[22976] ENVIRONMENTAL REPORTS <i>CORPORATE, DIVISION, AND/OR FACILITY ENVIRONMENTAL PERFORMANCE REPORTS.</i>	Applied Retention: 6 Years Retention Trigger:
[30019] ENVIRONMENTAL RESERVES <i>DOCUMENTATION ASSOCIATED WITH ENVIRONMENTAL RESERVES.</i>	Applied Retention: Perm Retention Trigger:
[30020] ENVIRONMENTAL VIOLATIONS <i>RECORDS ASSOCIATED WITH VIOLATIONS OF ENVIRONMENTAL REGULATIONS, AND JUDICIAL, ADMINISTRATIVE ORDERS, CONSENT DECREES, ETC.</i>	Applied Retention: Perm Retention Trigger:
[30021] GROUNDWATER USE PERMITS <i>GROUNDWATER USE PERMITS, APPLICATIONS, REPORTS AND RELATED CORRESPONDENCE.</i>	Applied Retention: Perm Retention Trigger:
[30025] HAZARDOUS MATERIAL DEPARTMENT OF TRANSPORTATION RECORD <i>RECORDS ASSOCIATED WITH HAZARDOUS MATERIAL CERTIFICATIONS, PLANS AND TRAINING</i>	Applied Retention: 8 Years Retention Trigger:
[30023] HAZARDOUS WASTE RECORDS <i>CONTINGENCY PLANS, INSPECTIONS, REPORTS AND OTHER RELATED DOCUMENTATION</i>	Applied Retention: 10 Years Retention Trigger:
[30024] ISO 14001 RECORDS <i>RECORDS TO DEMONSTRATE CONFORMANCE WITH ISO 14001 STANDARD INCLUDING THIRD PARTY REPORTS AND CERTIFICATIONS</i>	Applied Retention: 10 Years Retention Trigger:

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Timken India Limited

Corporate / Environmental Health and Safety

Record Type Name	Retention
[22984] PCB DISPOSAL DOCUMENTATION <i>PCB DOCUMENTS LOGS, WASTE DISPOSAL MANIFESTS AND CERTIFICATES OF DISPOSAL.</i>	Applied Retention: Perm Retention Trigger:
[30027] PHASE I & II SITE ASSESSMENTS <i>PHASE I & II SITE ENVIRONMENTAL ASSESSMENTS</i>	Applied Retention: Perm Retention Trigger:
[30028] PROCEDURES <i>PROCEDURES DETAILING ENVIRONMENTAL STANDARDS</i>	Applied Retention: Perm Retention Trigger:
[30987] Site Characterization/Remediation <i>Environmental records relating to the investigation of potential contamination at existing facilities and any associated remediation. Legacy Record Series: 119-044</i>	Applied Retention: Perm Retention Trigger:
[30988] Storage Tanks <i>Environmental records associated with the installation, testing and closure of underground and aboveground chemical storage tanks. Legacy Record Series: 114-045</i>	Applied Retention: Perm Retention Trigger:

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Corporate / Executive-Corporate Secretary/Investor Relations

Record Type Name	Retention
[20305] ANNUAL MEETING DOCUMENTS	Applied Retention: Perm Retention Trigger:
[20001] ANNUAL REPORTS <i>Various files for annual reporting to investors including the Annual Report. Legacy Record Series: 120-012</i>	Applied Retention: 20 Years Retention Trigger:
[20308] ARTICLES OF INCORPORATION& BYLAWS	Applied Retention: Perm Retention Trigger:
[20019] BOARD COMMITTEEDOCUMENTS <i>Back-up information for Board of Director meetings. Contains only notes, memos, agenda and other correspondence related to meeting. Presentations are to be retired under Board of Director Presentations. Not here. Legacy Record Series: 351-009</i>	Applied Retention: 10 Years Retention Trigger:
[20130] Board of DirectorPresentations <i>Board presentations only are kept here. Any notes, memos, agenda, correspondence, etc. are retired under Board Committee Documents. Legacy Record Series: 351-010</i>	Applied Retention: 10 Years Retention Trigger:
[20311] BOARD RECORDS - EXISTINGENTITIES <i>Minutes and all other actions of the Boards of existing entities.</i>	Applied Retention: Perm Retention Trigger:
[20312] BOARD RECORDS - MERGED / DISSOLVED ENTITIES <i>Minutes and other Board records of entities acquired and merged out of existence, and other dissolvedentities.</i>	Applied Retention: Perm Retention Trigger:
[24514] CAPITAL STOCK CERTIFICATES- ACTIVE	Applied Retention: Perm Retention Trigger:
[20073] CAPITAL STOCK RECORDS	Applied Retention: Perm Retention Trigger:
[30017] CORPORATE POLICY AND WORLDWIDE STANDARDS <i>CORPORATE ENVIRONMENTAL POLICY AND WORLDWIDE STANDARDS</i>	Applied Retention: Perm Retention Trigger:
[20075] CORPORATEREORGANIZATIONS <i>Organizationcharts.</i>	Applied Retention: 10 Years Retention Trigger:
[20076] DIRECTOR COMPENSATION	Applied Retention: 10 Years Retention Trigger:
[20394] DIRECTORS & OFFICERS RENEWALS	Applied Retention: Perm Retention Trigger:
[20299] INSURANCE POLICIES -EXPIRED <i>International coverages and deductibles. Legacy Record Series: 120-036*</i>	Applied Retention: Perm Retention Trigger:
[20169] INVESTOR PRESENTATION	Applied Retention: 10 Years Retention Trigger:
[30122] Mgt Review Minutes <i>Management Review of Quality systems</i>	Applied Retention: 5Years Retention Trigger:

Corporate / Executive-Corporate Secretary/Investor Relations

Record Type Name	Retention
[20183] PROXY RECORDS <i>This includes Proxy Statements, Proxy Reg Year End and Final voting/comments. Legacy Record Series: 120-040, 120-042, 120-051, 351-008</i>	Applied Retention: 20 Years Retention Trigger:
[20355] SHAREHOLDER - ANNUAL MEETING / PROXY CARDS	Applied Retention: 10 Years Retention Trigger:
[20082] SHAREHOLDER LIST <i>Account number, account name, number of shares and face value held per given security.</i>	Applied Retention: Perm Retention Trigger:
[30499] Shareholder Records <i>Documents pertaining to Investor Relations that have a Historical Value. Legacy Record Series: 120-011, 120-041, 120-046, 120-049, 120-053, 120-055</i>	Applied Retention: Perm Retention Trigger:
[24572] STOCK CERTIFICATES - ACTIVE	Applied Retention: Perm Retention Trigger:
[20197] STOCK CERTIFICATES -CANCELLED <i>Cancelled Stock Certificates processed by Shareholder Relations and listings of Cancelled Certificates. Also Active Certificate list. Legacy Record Series: 120-004, 120-005, 120-008, 120-024</i>	Applied Retention: 20 Years Retention Trigger:
[20358] STOCK TRANSFER RECORDS <i>Registers from Morgan Guaranty Trust and Stock Certificates Cancelled. Legacy Record Series: 120-009, 120-039</i>	Applied Retention: 20 Years Retention Trigger:
[20199] STRATEGIC PLANNING FILES <i>Executive summaries and report to top management.</i>	Applied Retention: 10 Years Retention Trigger:
[20287] TAX RECORDS <i>Forms and reports required by the IRS. Includes form 5500 which lists active staff participating in benefit plans. Also includes employee withholding, pretax accounting records, correspondence and special projects. Legacy Record Series: 020-076, 100-013, 120-001</i>	Applied Retention: Perm Retention Trigger:

Corporate / Facilities

Record Type Name	Retention
[20005] BUILDING & FLOOR PLANS <i>Original building and furniture layout plans, and updates and final redesigns.</i>	Applied Retention: Perm Retention Trigger:
[20053] BUILDING INSPECTIONS &REPORTS	Applied Retention: 10 Years Retention Trigger:
[24513] BUILDING PERMITS - ACTIVE	Applied Retention: Perm Retention Trigger: Expired
[20468] BUILDING PERMITS - EXPIRED	Applied Retention: 15 Years Retention Trigger: Expired
[30478] Closed Plants <i>These are the final documents from Plants/Offices closed or sold from The Timken Company. Legacy Record Series: 114-600,900-001,900-003,900-004.900-005</i>	Applied Retention: 10 Years Retention Trigger:
[20087] CONSTRUCTION DRAWINGS &PLANS <i>Includes draftsman drawings, site plans, floor plans, assorted drawings and prints relating to all phases of construction.</i>	Applied Retention: Perm Retention Trigger:
[20089] DEEDS - OWNEDFACILITIES	Applied Retention: Perm Retention Trigger:
[20327] DEEDS - PROPERTY DISPOSEDOF <i>Real estate deeds.</i>	Applied Retention: Perm Retention Trigger:
[20090] DISASTER RECOVERY PLAN <i>Procedures for for any kind of Disaster to be updated yearly. Legacy Record Series: 120-053</i>	Applied Retention: Perm Retention Trigger:
[24534] Equipment Manuals - Current	Applied Retention: Perm Retention Trigger:
[20091] EQUIPMENT MANUALS - SUPERSEDED	Applied Retention: Perm Retention Trigger:
[20092] FIRE INSPECTION RECORDS <i>Reports from Fire Marshall.</i>	Applied Retention: 8 Year Retention Trigger:
[20093] INSPECTIONS & REPORTS <i>Bearing Inspection data Reports. Legacy Record Series: 222-003</i>	Applied Retention: 20 Years Retention Trigger:
[24379] INVENTORY RECORDS ANDREPORTS	Applied Retention: 8 Years Retention Trigger:
[30261] MAINTENANCE AND SERVICE AGREEMENTS-ACTIVE <i>Agreements for Vendors that are active and current</i>	Applied Retention: Perm Retention Trigger:
[30260] MAINTENANCE AND SERVIVE AGREEMENTS-EXPIRED <i>Agreements for vendors that have expired</i>	Applied Retention: 15 Years Retention Trigger:
[24552] MAP OF BUILDING - CURRENT	Applied Retention: Perm Retention Trigger:

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Corporate / Facilities

Record Type Name	Retention
[20097] MAP OF BUILDING -SUPERSEDED	Applied Retention: Perm Retention Trigger:
[24557] OSHA CERTIFICATES -ACTIVE	Applied Retention: Perm Retention Trigger: Expired
[20098] OSHA CERTIFICATES -EXPIRED	Applied Retention: 30 Years Retention Trigger: Expired
[24559] PERMITS & LICENSES - ACTIVE	Applied Retention: Perm Retention Trigger: Expired
[20100] PERMITS & LICENSES - EXPIRED	Applied Retention: 15 Years Retention Trigger: Expired
[30262] PROPERTY PURCHASE AGREEMENTS (ACQUISITION) <i>Real Estate Purchased. Legacy Record Series: 119-038</i>	Applied Retention: Perm Retention Trigger:
[30263] PROPERTY PURCHASE AGREEMENTS (SALE) <i>Documents of sale including environmental indemnity. Legacy Record Series:119-023, 119-037*</i>	Applied Retention: Perm Retention Trigger:
[22940] SERVICE ORDERS	Applied Retention: 8Years Retention Trigger:
[30254] SHIPPING <i>Itemizing of each shipment, and tracking information.</i>	Applied Retention: Perm Retention Trigger:
[20103] VEHICLE MAINTENANCE RECORDS - CLOSED <i>REPAIR RECORDS AND MAINTENANCE RECORDS - AFTER VEHICLE IS SOLD</i>	Applied Retention: 18 Months Retention Trigger: After Disposal
[24577] VEHICLE MAINTENANCE RECORDS - CURRENT <i>REPAIR RECORDS AND MAINTENANCE RECORDS.</i>	Applied Retention: Perm Retention Trigger: After Disposal
[23075] VENDOR AGREEMENTS - EXPIRED <i>Accepted bids, contracts, licensing agreements transactions, legal documentation, software specifications, vendor appraisals and related correspondence. Legacy Record Series: 023-008</i>	Applied Retention: 15 Years Retention Trigger: Expired
[24580] VENDOR FILES - ACTIVE <i>Files of vendor updates and products including who sell products or perform services to the company.</i>	Applied Retention: Perm Retention Trigger: Inactive
[20069] VENDOR FILES - INACTIVE <i>Files of vendor updates and products.</i>	Applied Retention: Perm Retention Trigger: Inactive

Corporate / Finance and Accounting

Record Type Name	Retention
[20025] 1098 TAX REPORTING <i>1098s including reports listing download information, corrections, reconciliations and correspondence.</i>	Applied Retention: 8Years Retention Trigger:
[20301] 1099s	Applied Retention: Perm Retention Trigger:
[20107] 10-K & ANNUAL REPORT <i>Annual financial statement filing with the SEC.</i>	Applied Retention: Perm Retention Trigger:
[30493] 401K Statements <i>Plan Administrative Statements for SIP, VIP etc. Legacy Record Series: 108-042</i>	Applied Retention: 8Years Retention Trigger:
[20466] A/P RECORDS <i>Includes invoices, accounts payable ledger/register, payment schedules, vouchers, etc. Legacy Record Series: 114-035</i>	Applied Retention: 8Years Retention Trigger:
[20111] ABANDONED PROPERTY FILES - CLOSED <i>Account information for dormant or unclaimed deposits and suspense escheatable funds.</i>	Applied Retention: 10 Years Retention Trigger: Closed
[30300] Account Analysis Statements <i>Legacy Record Series 121-008</i>	Applied Retention: 8Years Retention Trigger:
[20112] ACCOUNT RECONCILIATIONS <i>Account and US Timken Bank reconciliations and backup documentation. Legacy Record Series: 114-094,950-003</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[24506] ACCOUNTING POLICIES - CURRENT	Applied Retention: Perm Retention Trigger: Superseded
[20113] ACCOUNTING POLICIES - SUPERSEDED	Applied Retention: 8Years Retention Trigger: Superseded
[30301] ACCOUNTING STUDIES/ FASB/ETC. <i>Legacy Record Series 114-092</i>	Applied Retention: 10 Years Retention Trigger:
[20027] ACCOUNTS PAYABLE DOCUMENTS <i>Expense documentation.</i>	Applied Retention: 8Years Retention Trigger:
[20028] ACCOUNTS PAYABLE LEDGERS <i>Includes check processing, g/l distributions and detailed g/l transactions.</i>	Applied Retention: 10 Years Retention Trigger:
[20115] ACCOUNTS PAYABLE REPORTS	Applied Retention: 8Years Retention Trigger:
[20116] ACCOUNTS RECEIVABLE LEDGERS	Applied Retention: 10 Years Retention Trigger:
[30302] ACCOUNTS RECEIVABLE SECURITIZATION	Applied Retention: 8 months Retention Trigger:
[30303] ACCTS. PAYABLE- 1099's <i>Legacy Record Series: 116-012</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration

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Corporate / Finance and Accounting

Record Type Name	Retention
[30304] ACCTS. PAYABLE-DAILY DISBURSEMENTS	Applied Retention: 8Years Retention Trigger:
[30305] ACCTS. PAYABLE- INVOICES TRANSMITTAL <i>Vendor (AP) invoices showing accounting distribution . Includes debit & Credit Memos. Legacy Record Series 116-003</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30306] ACCTS. PAYABLE- MEMOS- DEBIT &CREDIT <i>Document issued to record any charges billed against the customer other than normal invoices values. Legacy Record Series: 112-009</i>	Applied Retention: 7Years Retention Trigger: Tax Consideration
[30307] ACCTS. PAYABLE- MEMOSREQUEST <i>Legacy Record Series 116-007</i>	Applied Retention: 8Years Retention Trigger:
[30308] ACCTS. PAYABLE- P.O.'S(CARDS) <i>Same as conventional purchase orders. Includes transmittal number, amount paid, quantity ordered and what received. Legacy Record Series 116-006</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30309] ACCTS. PAYABLE- PAID & CANCELED (REF.) <i>Photocopies of checks, debit memos etc. Adjustments made to balance the paid and cancelled. Legacy Record Series 116-009;116-011</i>	Applied Retention: 15 Years Retention Trigger:
[30310] ACCTS. PAYABLE- PETTY CASH DETAIL <i>Legacy Record Series: 114-061,116-014</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30311] ACCTS. PAYABLE- PURCHASEORDERS <i>Represents contract with vendors to supply goods or services. Includes accounting code, payment, freight terms, price, and quantity. Includes information on receiving slips and respective invoice numbers and amounts. Legacy Record Series: 116-005, 516-002, 516-003</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30291] ACCTS. PAYABLE- REC. REPORTS (VERIFIED) <i>Legacy Record Series 116-008</i>	Applied Retention: 8Years Retention Trigger:
[30312] ACCTS. PAYABLE- RECEIVING SLIPS - ELECTRONIC FILE, DISKETTE	Applied Retention: 18 Years Retention Trigger:
[30313] ACCTS. PAYABLE- RECEIVING SLIPS -HARD COPY	Applied Retention: 8Years Retention Trigger:
[30298] ACCTS. PAYABLE- TRAVEL EXPENSE LEDGER <i>Includes Trial Balance, Input Summary, Input Listing, Detail. Legacy Record Series: 116-010</i>	Applied Retention: 15 Years Retention Trigger:
[30290] ACCTS. PAYABLE- VOUCHERS <i>Supplier Invoices and Corrected Invoices. Legacy Record Series: 002-016, 114-006, 114-001, 116-001, 116-017,114-005,119-031</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30314] ACCTS. PAYABLE- VOUCHERS- DOUBLE SIGNATURE <i>Legacy Record Series 116-002</i>	Applied Retention: 8Years Retention Trigger:
[30292] ACCTS. PAYABLE-TRAVEL EXPENSE REPORTS <i>Form and receipts to obtain reimbursement for business expenditures incurred while on company business. Each report pertains to one employee for one specified week. Legacy Record Series 116-004</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30315] ACCTS. PAYABLE-WIRETRANSFERS <i>Wire Transfers/ACH Payment Registers Legacy Record Series: 116-020</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration

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Record Type Name	Retention
[20119] ACQUISITION / DIVESTITURE DUE DILIGENCE <i>Backup pertaining to acquisitions or divestitures; Support.</i>	Applied Retention: Perm Retention Trigger:
[20120] ACQUISITION / DIVESTITURE RECORDS - CLOSED <i>Agreements and descriptions of acquisition, legal documentation, stock registration, announcements and correspondence.</i>	Applied Retention: Perm Retention Trigger:
[20303] ACQUISITION / MERGER FILES -COMPLETED <i>Various project files pertaining to acquisitions (Torrington, Latrobe) Legacy Record Series: 113-021, 119-011, 932-001</i>	Applied Retention: Perm Retention Trigger:
[20377] ACQUISITION ACCOUNTING	Applied Retention: 8Years Retention Trigger:
[20118] ACQUISITION SETTLEMENT RECORDS <i>Correspondence, analysis sheets, audit reports, materials relative to important transactions, notes, organization charts, monthly and quarterly financials, legal correspondence and settlements.</i>	Applied Retention: Perm Retention Trigger:
[30316] Acquisitions-Financial <i>Legacy Record Series 113-023, 114-091</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30317] ADVANCED INVESTMENT MANAGEMENT DOCUMENTS <i>Legacy Record Series 121-011</i>	Applied Retention: Perm Retention Trigger:
[30318] AETNA STATEMENTS	Applied Retention: 8 Years Retention Trigger:
[30319] AIR WATER BOND- ACTIVE <i>Interest Payments</i>	Applied Retention: Perm Retention Trigger:
[30320] AIR WATER BOND-INACTIVE <i>Interest Payments</i>	Applied Retention: 7 Years Retention Trigger:
[30321] Alcor - Bristow	Applied Retention: 7 Years Retention Trigger:
[30322] Alcor - Escrow	Applied Retention: 7 Years Retention Trigger:
[30323] American Express Annual Reports <i>Legacy Record Series 113-022</i>	Applied Retention: 5 Years Retention Trigger:
[20121] AMORTIZATION RECORDS <i>Fixed assets.</i>	Applied Retention: 8 Years Retention Trigger:
[20122] ANALYST PACKETS <i>Documentation for the quarterly analyst packets.</i>	Applied Retention: 7 Years Retention Trigger:
[20124] ASSET LIABILITY COMMITTEE FILES	Applied Retention: Perm Retention Trigger:
[20031] ASSETS & LIABILITIES STATEMENTS	Applied Retention: 8 Years Retention Trigger:

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Record Type Name	Retention
[20125] BALANCE SHEETS <i>Account numbers, descriptions, monthly-quarterly-and year-to-date averages, current balances for assets, loans, discounts, accrued interest, liabilities and statement of income.</i>	Applied Retention: 8Years Retention Trigger:
[30324] Bank Account Signature & Account Forms-Active	Applied Retention: Perm Retention Trigger:
[30325] Bank Account Signature & Account Forms-Closed	Applied Retention: 8Years Retention Trigger:
[30326] Bank Account Statements <i>Month-end Activity statements, Account Analysis statements</i>	Applied Retention: 8Years Retention Trigger:
[30327] Bank Deposits, Drafts, Wires/Statements, Cancel CKS <i>Legacy Record Series: 114-693</i>	Applied Retention: 8Years Retention Trigger:
[30328] Bank of Mumbai	Applied Retention: 8Years Retention Trigger:
[20126] BANK STATEMENTS	Applied Retention: 8Years Retention Trigger:
[20127] BENEFIT PLAN FINANCIAL STATEMENTS <i>Annual 5500 filing and Form 11k with sec.</i>	Applied Retention: 10 Years Retention Trigger:
[30329] Benefit Plan Mgmt - International Pensions <i>Documentation relating to International (non-US) pension plans. Original copies of contracts and deeds maintained. Legacy Record Series: 020-031,020-032*</i>	Applied Retention: 20 Years Retention Trigger:
[30330] Benefit Plan Mgmt- Defined Benefit Plan-ACTIVE <i>Legal Agreements from Investment Managers and Trustee relating to the Collective Investment Trust.</i>	Applied Retention: Perm Retention Trigger:
[30331] Benefit Plan Mgmt- Defined Benefit Plan-CLOSED <i>Legal Agreements from Investment Managers and Trustee relating to the Collective Investment Trust.</i>	Applied Retention: 8Years Retention Trigger:
[30332] Benefit Plan MGMT- Performance Reports <i>Defined Benefit plans; Defined Contribution plans Legacy Record Series: 113-024</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[20128] BILLING STATEMENTS /ADJUSTMENTS <i>HMO/PPO billing statements and records from insurance carriers. Legacy Record Series: 020-060</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[20129] BILLS - PAID	Applied Retention: 8 Years Retention Trigger: Paid
[30333] Books - Steel Monthly Production <i>Legacy Record Series 111-011</i>	Applied Retention: 8 Years Retention Trigger:
[20131] BROKER STATEMENTS	Applied Retention: 10 Years Retention Trigger:

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Record Type Name	Retention
[20365] BUDGET RECORDS <i>Supporting documentation for budget and forecast for each operating unit. Legacy Record Series: 325-003</i>	Applied Retention: 8Years Retention Trigger:
[20133] CAPITAL SCHEDULES <i>Income statements, balance sheets, cash flow statements and worksheets, budgets, projections, rolling quarters.</i>	Applied Retention: 8 Years Retention Trigger:
[30334] CASH- BOOK, MEMOS, RECEIPTS <i>Legacy Record Series: 114-629</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30278] CASH MANAGEMENT - CLOSED <i>Bank Account Signature & Account Forms; Escrow Account Statements; Letters of Credit; Bank Account Statements; Inter-company Loan and Bank Confirmations; Weekly Cash & Debt Records</i>	Applied Retention: 8Years Retention Trigger:
[30277] CASH MANAGEMENT- CURRENT/ACTIVE <i>Bank Account Signature Forms; Cash Management Projects; Escrow Account Statements; Letters of Credit.</i>	Applied Retention: Perm Retention Trigger:
[30279] CASH MANAGEMENT- MISCELLANEOUS DETAIL <i>Fundstrac Rpts, M/E Rpts, Planned Exp Dbase, Cash Calendar, etc. Legacy Record Series 121-012</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30335] CASH MANAGEMENT/ PENSION PROJECTS <i>Legacy Record Series 121-010</i>	Applied Retention: Perm Retention Trigger:
[20460] CERTIFICATION PACKETS <i>Testing information from vendor/system/connection certifications.</i>	Applied Retention: 10 Years Retention Trigger:
[20419] CHARITABLE CONTRIBUTION& SUPPORT	Applied Retention: 8Years Retention Trigger:
[20136] CHECK REGISTERS <i>Checks, Wires and corresponding remittance details</i>	Applied Retention: Perm Retention Trigger:
[30478] Closed Plants <i>These are the final documents from Plants/Offices closed or sold from The Timken Company. Legacy Record Series: 114-600,900-001,900-003,900-004,900-005</i>	Applied Retention: 10 Years Retention Trigger:
[30336] Company (Bank) Guarantees	Applied Retention: 8 months Retention Trigger:
[20137] COMPANY FINANCIAL FILES <i>Annual reports, monthly reports, quarterly reports, SEC reports and other budget reports including S & A budgets. Legacy Record Series: 020-072, 100-002, 100-011</i>	Applied Retention: Perm Retention Trigger:
[20032] CONSOLIDATED FINANCIAL STATEMENTS <i>Balance sheet reports, statement of income report, summary statements of income and statement of condition.</i>	Applied Retention: 10 Years Retention Trigger:
[20033] CONSOLIDATED INCOME STATEMENTS	Applied Retention: 8Years Retention Trigger:
[30337] Consolidation (Control) Reports Incl Trial Balances <i>Monthly consolidated Financial Statements. Legacy Record Series 036-606</i>	Applied Retention: Perm Retention Trigger:

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Record Type Name	Retention
[30338] Corporate Restructure <i>Legacy Record Series 114-087</i>	Applied Retention: 8Years Retention Trigger:
[30339] Correspondence - Investment Managers & Reports <i>General correspondence between Timken and Investment Managers regarding pension fund and various financing transactions. Legacy Record Series: 100-001,121-005</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30340] Correspondence/Reports/ Non-TKR (Tenax) <i>Legacy Record Series 121-009</i>	Applied Retention: 8Years Retention Trigger:
[30005] Credit Analysis Reviews <i>Review of customers financial stability, general information and payment experience</i>	Applied Retention: 8Years Retention Trigger:
[30456] CREDIT CARD REPORTS <i>Monthly Computer Reports that RE-Cap Various Credit card statements. Legacy Record Series: 116-016,116-015</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[24356] CREDIT COLLECTION RECORDS	Applied Retention: 15 Years Retention Trigger:
[22929] CREDIT MEMOS / CREDIT ADJUSTMENTS <i>CREDIT ADJUSTMENT REQUESTS</i>	Applied Retention: 8Years Retention Trigger:
[20141] CREDIT MEMOS / SALES INVOICES- PAID	Applied Retention: 8Years Retention Trigger: Paid
[30468] Customer Invoices <i>Invoices issued to our customers for purpose of recording sale of our products. Legacy Record Series: 112-002,959-001</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[25106] CUSTOMER PAYMENT RECORDS	Applied Retention: 15 Years Retention Trigger:
[30497] Data - Closing - Bearing <i>All recaps and closing data for US Bearing Plants. Legacy Record Series: 111-005</i>	Applied Retention: 8Years Retention Trigger: Tax Consideration
[30341] Data - Closing - Steel <i>Legacy Record Series 111-006</i>	Applied Retention: 8Years Retention Trigger:
[30342] Debt Issuances - Active <i>Interest Payments, Statements, Correspondence, Fees</i>	Applied Retention: Perm Retention Trigger:
[30281] Debt Management - Closed <i>Debt Issuances (interest payments, borrowing notices, repayments, compliance, fees, correspondence, statements)</i>	Applied Retention: 8Years Retention Trigger:
[30280] Debt Management - Current/ Active <i>Documentation supporting Senior Credit Facility, Accounts Receivable Securitization and all other Debt Issuances (interest payments, borrowing notices, repayments, compliance, fees, correspondence, statements)</i>	Applied Retention: Perm Retention Trigger:
[30343] Defined Benefit Plans <i>Investment Committee Notes, Presentations, etc. Legacy Record Series 121-018</i>	Applied Retention: Perm Retention Trigger:

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