



Compliance

CEMEX Information Retention Policy

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1. CEMEX Information Retention Policy

Proper handling of information is essential to CEMEX. On the one hand, certain documents and information must be retained for specified periods under applicable laws. On the other hand, outdated, unnecessary and irrelevant documents and information must be periodically discarded, since retaining them indefinitely is costly, burdensome, reduces productivity and efficiency, and increases legal and operational risks.

This Policy is designed to specify the retention periods for several types of information, while ensuring that non-essential information is periodically discarded.

Information can be divided into four broad categories:

- (1) Information legally required to be retained for prescribed periods of time, as shown on Exhibit A.
- (2) Information required for business operations and projects.
- (3) Incidental or other information generated in the course of business.
- (4) Personal or non-business related information.

1.1 Scope

This Policy is applicable to all CEMEX regions, countries, and affiliated companies and all their employees.

This policy does not apply to personal or non-business related documents or personal information. Personal or non-business related documents or information may not be stored in media specifically designated for institutional retention and storage.

1.2 Objective

Establish guidelines to retain and discard documents and information in an effective and consistent manner.

1.3 Roles and Responsibilities

1.3.1 Policy Administrators

This Policy shall be administered by one representative from the Central Information Security Department and one representative from the Central Legal Department. The Policy Administrators shall be responsible for:

- Updating this Policy when and as required.
- Communicating changes, exceptions, and other matters affecting this Policy.

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- Coordinating global awareness and training campaigns.
- Channeling questions and comments to the appropriate parties.
- Coordinating audits and other efforts to verify compliance and evaluate policy effectiveness.
- Reporting of statistics and other relevant information to the company's senior management.

1.3.2 Business Unit Leader - Country President / Director

The head of each business unit (including country presidents or directors) shall be responsible for informing the corresponding Executive Vice-President or Regional President about the level of compliance of this policy in his/her business unit.

1.3.3 Business Unit Delegate for Retention Compliance

The head of each business unit (including country presidents or directors) shall appoint and support a single individual (the "BU Delegate") to implement and oversee local compliance with this Policy, no later than 30 days after this Policy becomes effective or a vacancy occurs. In the case of the company's corporate headquarters, the Policy Administrators shall jointly act as BU Delegates. In the case of Neoris, its General Counsel shall act as BU Delegate.

The BU Delegate shall have implementation and oversight responsibility for this Policy. The BU Delegate shall also be responsible for (a) educating management about this Policy; (b) answering questions regarding Policy compliance (c) coordinating with the local legal department on questions of information retention; (d) promoting and monitoring compliance, and (e) informing the corresponding Country Director/President or business unit leader about compliance with this Policy.

1.3.4 Local Counsel

Local counsel must continuously review any local law that could affect Exhibit A, and inform regional counsel and the Policy Administrators in order to update this Policy. Local counsel must support BU Delegates on the education and training of employees in connection with this policy.

1.3.5 Regional Counsel

Regional counsel are responsible for supporting local counsel and notifying the Policy Administrators of any required update to Exhibit A or any other part of this Policy.

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1.3.6 Employees

All employees must comply with this Policy. All questions regarding compliance with this policy should be addressed directly to the corresponding BU Delegate or submitted through ETHOS Line.

1.3.7 Third Parties, Service Providers, Consultants and other Non-Employees

Third parties, service providers, consultants and any other persons with access to CEMEX's computers, networks, information technology systems or components are subject to this Policy, whether or not they are directly employed by CEMEX. Adherence to this Policy is a condition of access and use. BU Delegates shall ensure that the contents of this policy are made known to any such persons.

2. Compliance

2.1 Mandatory

Compliance with this Policy is mandatory. Each person affiliated with CEMEX shall understand his/her role and responsibilities regarding this policy.

2.2 Non-Compliance

Failure to comply with this Policy may result in disciplinary action and/or prosecution, depending on the nature and severity of the violation or noncompliance.

Any violation of this Policy must be reported immediately to the corresponding BU Delegate. A report may also be submitted through ETHOS Line.

BU Delegates must immediately evaluate any reported violation and, if required, report it through ETHOS Line and/or local or regional counsel

2.3 Exceptions

If CEMEX receives notice of an actual or potential lawsuit or other official proceeding or investigation, or receives a subpoena for documents or information, regional or central legal departments will identify documents and information to be retained, as well as the persons affected by the exception. The regional or central legal department will communicate the exception to this policy to the affected persons. Any exception pursuant to this section 2.3 shall remain in place until expressly revoked by the corresponding legal department. An official proceeding includes, among others, any proceeding before a judge, a court or a government agency. THIS EXCEPTION OVERRIDES ALL OTHER PROVISIONS OF THIS POLICY.

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3. Timely retention

3.1 Information legally required to be retained for a certain period of time

3.1.1 Documents and information shall be retained according to applicable country legal requirements. Exhibit A contains guidelines reviewed by local counsel, and is intended to show the most common type of documents that must be retained for prescribed periods under local laws.

3.1.2 Documents and information retained pursuant to local law must be discarded after the applicable retention periods.

3.1.3 Under no circumstances may retention periods be shorter than the applicable periods set forth in Exhibit A.

3.2 Information required for business operation and projects

3.2.1 Documents and information shall be retained according to business operation and project requirements. Information and documents retained under this section must be strictly necessary to complete a project or carry out business operations, such as relevant drafts during negotiations, key reference materials, and statistical information. For example, this type of information may be produced in the context of an internally generated initiative that does not involve any third-party participation, with specific objectives, capital expenditure requirements, and a specific time frame for implementation. BU Delegates, in consultation with the Information Security Committee, may issue additional guidelines from time to time in connection with information and documents under this section 3.2.

3.2.2 Business operation and project requirements have a defined retention period, authorized by the corresponding BU Delegate. Retention periods may not be longer than five years, unless otherwise required by the terms of the document or authorized in writing by the corresponding BU Delegate.

3.2.3 Business operation and project information must be reviewed every twelve months, to identify information that is no longer subject to retention and must be discarded.

3.3 Incidental or other information generated in the course of business

All information generated in the course of the company's business activities that is not required to be retained in accordance with sections 3.1 and 3.2 of this Policy must be safely destroyed or discarded as soon as practicable, but in any event within 30 days.

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3.4 E-Mail

3.4.1 Users may not retain e-mails for more than 30 days, with the exception of e-mails required to be retained in accordance with sections 3.1 and 3.2 of this Policy. Prior to performing any long term storage or back-up, users must purge all non-compliant e-mail records.

3.4.2 Institutional e-mail storage hardware and procedures may not retain e-mails for longer than 60 days, unless required to be retained in accordance with sections 2.3, 3.1, or 3.2 of this Policy.

3.5. Drafts

Drafts and preliminary versions of documents and electronic information, superseded work papers, and other transitory information, shall be retained or discarded in the same manner as all other documents and information under this Policy. Local and regional legal departments may establish additional requirements or guidelines for the treatment of these types of documents and information.

4. Appropriate storage of retained information

4.1 Documents

Each business unit is responsible for adopting appropriate procedures for handling retained documents to ensure that they are properly safeguarded.

4.2 Electronic Information

4.2.1 Electronic information may exist in a number of different locations such as computers, external disks, file servers, and e-mail servers. CEMEX's Information Security Committee may issue guidelines and requirements on acceptable media for storage and retention of electronic information.

4.2.2 Data Center owners are responsible for adopting appropriate procedures for handling retained electronic documents, including e-mails, to ensure that they are properly safeguarded.

4.2.3 Data Center is the unique entity in CEMEX authorized to store electronic information outside CEMEX facilities for disaster recovery purposes.

4.2.4 Unless otherwise required under local law or company policy, users are responsible for adopting appropriate procedures for handling retained electronic documents, including e-mails, to ensure that they are properly safeguarded.

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4.2.5 Any media storing retained documents must be kept inside CEMEX facilities and protected using reasonable safeguards. Employees may not keep additional back-ups or retain any company documents or information outside CEMEX facilities.

4.2.6 Prior to performing any long term storage or back-up, users must purge all non-compliant electronic information, including e-mails.

5. Appropriate Destruction after Retention Periods

5.1 Physical Documents

Each business unit is responsible for adopting appropriate procedures for handling wastepaper, to ensure that it is securely handled after it leaves company premises, and that confidential papers are shredded or otherwise safely and completely destroyed.

5.2 Electronic Information

Electronic information, including e-mails that are not longer required to be retained, must be purged using appropriate techniques to guarantee that the data cannot be reconstructed from the storage media on which it resided.

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EXHIBIT A

The information below is intended as a guide and summarizes the most common required retention periods.

Categories of information and retention periods vary by country.

If a document or electronic information is required to be retained under any local law but is not included in Exhibit A, it must nevertheless be retained in compliance with local law.

RECORD RETENTION SCHEDULE

PART ONE: Documents to be routinely and promptly destroyed

The following documents should be routinely and promptly destroyed by all persons who possess them:

- Drafts of Board Minutes, proposed agendas and resolutions after they are incorporated into approved minutes

PART TWO: Documents to be retained and then destroyed

Please refer to attached document "Documents to be retained and then destroyed"

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**INFORMATION RETENTION SCHEDULE
PART TWO**

DOCUMENTS TO BE RETAINED AND THEN DESTROYED

General Note for Germany: Notwithstanding anything to the contrary herein, all documents that qualify as commercial or business correspondence or are otherwise relevant for taxation shall be retained for ten years.

TYPE OF RECORD	RETENTION PERIOD
COMMUNICATIONS	
Advertising Material (media schedules, production materials, tear sheets, etc.)	Five (5) years Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Croatia – three (3) to five (5) years
Annual Reports	Permanent 1. Croatia- ten (10) years 2. Latvia – [4]
Mailing Lists	Indefinite (review and update annually)
News Releases	Permanent
Product Literature and Surveys	Five (5) years from when no longer current Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Holland – Seven (7) years 4. Croatia- two (2) to five (5) years 5. France – Life of product
Promotional Material	Five (5) years from when no longer current Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Holland – Seven (7) years 4. France – Seventy (70) years if copyrighted material
CONTRACTS	
Agreements	Ten (10) years after expiration
Memoranda of Understanding, Letters of	Ten (10) years after expiration

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TYPE OF RECORD	RETENTION PERIOD
Intent	Exceptions: 1. Puerto Rico – Fifteen (15) years after expiration 2. Spain - Fifteen (15) years after expiration 3. Egypt - Fifteen (15) years after expiration 4. France – Thirty (30) years if real estate assignment only 5. Latvia – [3]
Disputes arising out of contracts	Ten (10) years after final payment of contract unless specified in contract; or ten (10) years after settlement of the dispute, unless specified in the settlement agreement Exceptions: 1. Puerto Rico – Fifteen (15) years after final payment of contract 2. Croatia – in civil procedure five (5) years - in criminal proceeding permanent 3. France – Thirty (30) years if real estate assignment only 4. Latvia – [3]
ENGINEERING	
Drawing originals or computer aided design source media	Life of product or life of patent, whichever is longer 1. Croatia - permanent
Engineering and Technical Documentation (including design notes, research notes, other records showing development history of product)	Life of product or life of patent, whichever is longer Croatia – permanent
External (third party) test data and reports	Life of product or life of patent, whichever is longer
Internal test data	Three (3) years after final payment of contract Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Holland – Seven (7) years

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TYPE OF RECORD	RETENTION PERIOD
	4. France – Ten (10) years after release of product 5. Poland – Ten (10) years 6. Ireland - Thirteen (13) years after final payment of contract
Specifications	Five (5) years after final payment of contract Exceptions: 1. Spain – Six (6) years 2. Holland – Seven (7) years 3. France – Ten (10) years 4. Germany – Ten (10) years 5. Ireland - Thirteen (13) years after final payment of contract
Technical Proposals Accepted by Customer	Three (3) years after final payment of contract Exceptions: 1. Spain – Six (6) years 2. Swiss – Ten (10) years 3. France – Ten (10) years 4. Germany – Six (6) years 5. Poland – Ten (10) years 6. Ireland - Thirteen (13) years after final payment of contract.
Technical Proposals Not Accepted by Customer	Three (3) years after submittal Exceptions: 1. Panama – Ten (10) years 2. Colombia – Ten (10) years 3. Spain – Six (6) years 4. Swiss – Ten (10) years 5. France – Ten (10) years 6. Germany – Six (6) years 7. Poland – Ten (10) years
Customer approval/acceptance files	Three (3) years after final payment of contract Exceptions: 1. Puerto Rico-Fifteen (15) years after final payment of contract 2. Panama-Ten (10) years after final payment of contract 3. Colombia-Ten (10) years after final payment contract 4. Spain-Six (6) years 5. Swiss-Ten (10) years 6. France – Ten (10) years 7. Germany – Six (6) years 8. Poland – Ten (10) years

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TYPE OF RECORD	RETENTION PERIOD
	9. Ireland- Thirteen (13) years after final payment of contract
FACILITIES	
Acquisition data – real property	Indefinite (review every ten (10) years) 1. Croatia – permanent 2. Latvia – Ten (10) years. [3]
Acquisition data – equipment	Indefinite (review every three (3) years) Exceptions: 1. Colombia – Ten (10) years 2. Croatia – five (5) years 3. Germany – Ten (10) years 4. Latvia – Ten (10) years. [3]
Leases – real property	Permanent 1. Croatia – one (1) year after expiration of lease 2. Latvia – [3]
Lease supporting documentation	Four (4) years after expiration Exceptions 1. Venezuela – Ten (10) years after expiration 2. Puerto Rico – Fifteen (15) years after expiration 3. Colombia – Ten (10) years after expiration 4. Spain – Six (6) years 5. Holland – Seven (7) years 6. Swiss – Twenty (20) 7. France – Ten (10) years 8. Germany – Ten (10) years after expiration 9. Israel – Seven (7) years 10. Poland – Ten (10) years 11. UK - Six (6) years 12. Ireland - Six (6) years after expiration 13. Latvia – Five (5) years 14. Sweden – Five (5) years
Sales – real property	Permanent 1. Latvia – [3]
Sales – equipment	Four (4) years [1] Exceptions: 1. Venezuela – Ten (10) years 2. Puerto Rico – Fifteen (15) years

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TYPE OF RECORD	RETENTION PERIOD
	3. Colombia – Ten (10) years 4. Spain – Fifteen (15) years 5. Holland – Seven (7) years 6. Swiss – Ten (10) 7. Croatia –five (5) years 10. France – Ten (10) years 11. Germany – Ten (10) years 12. Israel – Seven (7) years 13. Poland – Ten (10) years 14. UK - Six (6) years 15. Ireland – Six (6) years 16. Latvia – Ten (10) years. [3] 17. Sweden – Five (5) years
FINANCE AND ACCOUNTING	
Business plans	Five (5) years after end of program/project Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. Croatia – permanent 6. France – Ten (10) years after year-end closing of accounts 7. Germany – Ten (10) years 8. Sweden – Ten (10) years
Strategic plans	Permanent (only CFO, CEO and Controller should retain copies. All others should be destroyed upon issuance of new plans)
Auditors reports	Permanent
Budgets	Two (2) years Exceptions: 1. Colombia – Ten (10) years 2. Swiss – Ten (10) years 3. Croatia – permanent 4. France – Ten (10) years after year-end closing of accounts 5. Germany – Six (6) years 6. Sweden – Ten (10) years
Annual Financial Statements	Permanent 1. Latvia – [4]
Quarterly/Monthly Financial Statements	Three (3) years Exceptions: 1. Taiwan – Ten (10) years 2. Japan – Ten (10) years

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TYPE OF RECORD	RETENTION PERIOD
	3. Colombia – Ten (10) years 4. Spain – Six (6) years 5. Egypt – Five (5) years 6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – five (5) years 9. France – Ten (10) years after year-end closing of accounts 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Latvia – Ten (10) years. [3] 13. Sweden – Ten (10) years
Tax returns, canceled checks	Permanent 1. Croatia – five (5) to ten (10) years 2. Latvia – [3]
Insurance policies	Six (6) years from dates of expiration Exceptions: 1. Puerto Rico – Fifteen (15) years from dates of expiration 2. Colombia – Ten (10) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. Croatia- five (5) years 6. Ireland - Six (6) years from dates of Expiration. Forty (40) years for Employer’s Liability Certificates of Insurance. 7. Israel – Seven (7) years 8. Poland – Ten (10) years 9. UK: – Forty (40) years for Employer’s Liability Certificates of Insurance – Indefinite for liability policies (review every ten (10) years)
Insurance claims, appraisals, reports	Three (3) years Exceptions: 1. Venezuela – Five (5) years 2. Puerto Rico – Fifteen (15) years 3. Colombia – Ten (10) years 4. Spain – Six (6) years 5. Holland – Seven (7) years 6. Swiss – Ten (10) years 7. Germany – Six (6) years 8. Israel – Seven (7) years 9. Poland – Ten (10) years

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TYPE OF RECORD	RETENTION PERIOD
	10. UK – Six (6) years 11. Ireland - Seven (7) years 12. Latvia – Five (5) years 13. Sweden – Ten (10) years
Accounts payable (ledger and supporting documents)	Five (5) years after final payment of contract [1] Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic - Ten (10) years 4. Puerto Rico – Fifteen (15) years 5. Colombia – Ten (10) years 6. Spain – Six (6) years 7. Holland – Seven (7) years 8. Swiss – Ten (10) years 9. Croatia - five (5) to ten (10) years 10. France – Ten (10) years after year-end closing of accounts 11. Germany – Ten (10) years 12. Israel – Seven (7) years 13. Poland – Ten (10) years 14. UK – Six (6) years 15. Ireland - Six (6) years after final payment of contract 16. Latvia – Ten (10) years. [4] 17. Sweden – Ten (10) years
Accounts receivable (ledger and supporting documents)	Five (5) years after final payment Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic - Ten (10) years 4. Colombia – Ten (10) years 5. Spain – Six (6) years 6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – ten (10) years 9. Germany – Ten (10) years 10. Israel – Seven (7) years 11. Poland –Seven (7) years 12. UK – Six (6) years 13. Ireland - Six (6) years after final payment 14. Latvia – Ten (10) years. [4] 15. Sweden – Ten (10) years
Charged Off/Uncollectible Accounts	Ten (10) years [1]

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TYPE OF RECORD	RETENTION PERIOD
	Exceptions: 1. Taiwan – Permanent 2. Spain – Six (6) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. Croatia – five (5) years 6. Latvia – [3]
Bank deposit slips, bank statements, canceled checks, including canceled payroll checks	Five (5) years Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic - Ten (10) years 4. Colombia – Ten (10) years 5. Spain – Six (6) years 6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – ten (10) years 9. France – Ten (10) years after year-end closing of accounts 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Poland – Ten (10) years 13. Ireland - Six (6) years 14. Latvia – Ten (10) years. [3] 15. Sweden – Ten (10) years
Cash receipts/disbursements journals	Permanent 1. Croatia – five (5) years 2. Latvia – [3]
Credit memos, sales invoices	Five (5) years Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic - Ten (10) years 4. Venezuela – Ten (10) years 5. Colombia – Ten (10) years 6. Spain – Six (6) years 7. Holland – Seven (7) years 8. Swiss – Ten (10) years 9. France – Ten (10) years after year-end closing of accounts 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Poland – Seven (7) years 13. UK – Six (6) years 14. Ireland - Six (6) years 15. Sweden – Ten (10) years

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TYPE OF RECORD	RETENTION PERIOD
Vendor invoices, employee expense reports	Five (5) years Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic - Ten (10) years 4. Venezuela – Ten (10) years 5. Spain – Six (6) years 6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – five (5) years 9. France – Ten (10) years after year-end closing of accounts 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Poland – Seven (7) years 13. UK – Six (6) years 14. Ireland - Six (6) years 15. Latvia – employee expense reports – seventy-five (75) years. [4] 16. Sweden – Ten (10) years
Depreciation, asset retirement records	Five (5) years Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic - Ten (10) years 4. Venezuela – Ten (10) years 5. Colombia – Ten (10) years 6. Spain – Six (6) years 7. Holland – Seven (7) years 8. Swiss – Ten (10) years 9. Croatia – one (1) year 10. France – Ten (10) years after year-end closing of accounts 11. Germany – Ten (10) years 12. Israel – Seven (7) years 13. Poland – Seven (7) years 14. Ireland - Six (6) years 15. Latvia – Ten (10) years. [3] 16. Sweden – Ten (10) years
Inventory details	Five (5) years Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic - Ten (10) years 4. Venezuela – Ten (10) years 5. Colombia – Ten (10) years

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TYPE OF RECORD	RETENTION PERIOD
	6. Spain – Six (6) years 7. Holland – Seven (7) years 8. Swiss – Ten (10) years 9. Croatia – five (5) years 10. France – Ten (10) years after year-end closing of accounts 11. Germany – Ten (10) years 12. Israel – Seven (7) years 13. Poland – Seven (7) years 14. Latvia – Ten (10) years. [3] 15. Sweden – Ten (10) years
General ledger, journal entries	Permanent 1. Latvia – [4]
Purchases journal	Permanent
AP, AR Inventory Subledgers	Six (6) years Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic – Ten (10) years 4. Colombia – Ten (10) years 5. Holland – Seven (7) years 6. Swiss – Ten (10) years 7. France – Ten (10) years after year-end closing of accounts 8. Germany – Ten (10) years 9. Israel – Seven (7) years 10. Poland – Seven (7) years 11. Latvia – Ten (10) years. [3] 12. Sweden – Ten (10) years
Petty cash data	Five (5) years Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic – Ten (10) years 4. Colombia – Ten (10) years 5. Spain – Six (6) years 6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – 5 years 9. France – Ten (10) years after year-end closing of accounts 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Poland – Seven (7) years 13. Ireland - Six (6) years 14. Latvia – Ten (10) years. [3]

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TYPE OF RECORD	RETENTION PERIOD
Cost accounting data	15. Sweden – Ten (10) years Five (5) years after final payment of contract Exceptions: 1. Japan – Ten (10) years 2. Singapore – Seven (7) years 3. Dominican Republic - Ten (10) years 4. Venezuela – Ten (10) years 5. Puerto Rico – Fifteen (15) years 6. Colombia – Ten (10) years 7. Spain – Six (6) years 8. Holland – Seven (7) years 9. Swiss – Ten (10) years 10. Croatia – five (5) years 11. France – Ten (10) years after year-end closing of accounts 12. Germany – Ten (10) years 13. Israel – Seven (7) years 14. Poland – Seven (7) years 15. Latvia – Ten (10) years 16. Sweden – Ten (10) years
Trial balance sheets	Permanent 1. Latvia – [3]
Work-in-process trial balance	Permanent
Work papers	Corresponds to the retention period of the document generated Exceptions: 1. Croatia – 5 years 2. Germany – Six (6) years
Audit reports (external) and work papers	Retain the most recently completed full audit until superseded by a full audit Exceptions: 1. Spain – Permanent 2. Holland – Seven (7) years 3. Swiss – Ten (10) years 4. France – Ten (10) years after year-end closing of accounts 5. Germany – Six (6) years 6. Israel – Seven (7) years 7. Ireland – Permanent 8. Sweden – Ten (10) years
Documents evidencing application of internal controls, as required to comply with internal and external audits.	Two (2) years

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TYPE OF RECORD	RETENTION PERIOD
PAYROLL	
Timesheets	Three (3) years Exceptions: 1. Venezuela – Ten (10) years 2. Puerto Rico – Five (5) years 3. Panama – Fifteen (15) years 4. Colombia – Ten (10) years 5. Spain – Six (6) years 6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – three (3) years 9. France – Ten (10) years 10. Germany – Six (6) years 11. Israel – Seven (7) years 12. Poland - Fifty (50) years 13. UK - Ten (10) years 14. Ireland - Six (6) years 15. Latvia - Seventy five (75) years. [4] 16. Sweden – Ten (10) years
Payroll tax returns	Five (5) years Exceptions: 1. Singapore – Seven (7) years 2. Dominican Republic - Ten (10) years 3. Venezuela – Ten (10) years 4. Panama – Fifteen (15) years 5. Colombia – Ten (10) years 6. Spain – Six (6) years 7. Holland – Seven (7) years 8. Swiss – Ten (10) years 9. Croatia – three (3) years 10. France – Ten (10) years 11. Germany – Ten (10) years 12. Israel – Seven (7) years 13. Poland – Seven (7) years 14. UK - Ten (10) years 15. Ireland - Six (6) years 17. Latvia - Seventy five (75) years. [4] 16. Sweden – Ten (10) years
Payroll journals	Five (5) years Exceptions: 1. Singapore – Seven (7) years 2. Venezuela – Ten (10) years 3. Panama – Fifteen (15) years 4. Colombia – Ten (10) years 5. Spain – Six (6) years

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TYPE OF RECORD	RETENTION PERIOD
	6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – three (3) years 9. France – Ten (10) years 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Poland Fifty (50) years 13. UK - Ten (10) years 14. Ireland - Six (6) years 15. Latvia - Seventy five (75) years. [4] 16. Sweden – Ten (10) years
W-2, W-4 records	Four (4) years Exceptions: 1. Singapore – Seven (7) years 2. Venezuela – Ten (10) years 3. Puerto Rico – Five (5) years 4. Panama – Fifteen (15) years 5. Colombia – Ten (10) years 6. Croatia – permanent 7. Israel – Seven (7) years 8. Ireland - Six (6) years 9. Latvia - Ten (10) years. [3] 10. Sweden – Ten (10) years
Internal summaries of accrued payroll	Six (6) years Exceptions: 1. Singapore – Seven (7) years 2. Venezuela – Ten (10) years 3. Panama – Fifteen (15) years 4. Colombia – Ten (10) years 5. Holland – Seven (7) years 6. Swiss – Ten (10) years 7. Croatia – three (3) years 8. France – Ten (10) years 9. Germany – Ten (10) years 10. Israel – Seven (7) years 11. UK - Ten (10) years 12. Latvia - Seventy five (75) years. [4] 13. Sweden – Ten (10) years
Payroll deduction authorizations, including Voluntary and assignments, attachments, etc.	Five (5) years after termination Exceptions: 1. Singapore – Seven (7) years 2. Dominican Republic - Ten (10) years for payroll deductions only 3. Panama – Fifteen (15) years 4. Colombia – Ten (10) years 5. Spain – Six (6) years

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TYPE OF RECORD	RETENTION PERIOD
	6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – five (5) years 9. France – Ten (10) years 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Poland Fifty (50) years 13. UK - Ten (10) years 14. Ireland - Six (6) years 18. Latvia - Ten (10) years. [3] 15. Sweden – Ten (10) years
Payroll earnings register	Indefinite (review every ten (10) years) 1. Croatia – permanent 2. Latvia - Seventy five (75) years. [4]
Payroll journal entries	Five (5) years Exceptions: 1. Singapore – Seven (7) years 2. Venezuela – Ten (10) years 3. Panama – Fifteen (15) years 4. Colombia – Ten (10) years 5. Spain – Six (6) years 6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – permanent 9. France – Ten (10) years 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Poland Fifty (50) years 13. UK - Ten (10) years 14. Ireland - Six (6) years 15. Latvia - Seventy five (75) years. [4] 16. Sweden – Ten (10) years
Payroll reports to federal, state and local agencies	Five (5) years [1] Exceptions: 1. Singapore – Seven (7) years 2. Venezuela – Ten (10) years 3. Panama – Fifteen (15) years 4. Colombia – Ten (10) years 5. Spain – Six (6) years 6. Holland – Seven (7) years 7. Swiss – Ten (10) years 8. Croatia – five (5) years 9. France – Ten (10) years 10. Germany – Ten (10) years 11. Israel – Seven (7) years 12. Poland Ten (10) years

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TYPE OF RECORD	RETENTION PERIOD
	13. UK - Ten (10) years 14. Ireland - Six (6) years 15. Latvia - Seventy five (75) years. [4] 16. Sweden – Ten (10) years
INVESTMENT OPERATIONS	
Accounting reports	Permanent 1. Latvia – [3]
Billings, including correspondence and performance data	Indefinite (review every ten (10) years)
Investment publications (stock guides, Moody's Handbook, etc.)	Indefinite (review every ten (10) years)
Research material from brokerage firms	Indefinite (review every ten (10) years)
Retirement and SSIP Trusts (quarterly reports including backup)	Indefinite (review every ten (10) years)
Transaction reports	Indefinite (review every ten (10) years)
Trust Agreements	Permanent Latvia - [3]
Trustee Billings and Correspondence	Indefinite (review every ten (10) years) 1. Latvia – Three (3) years
CORRESPONDENCE AND DOCUMENTS FOR LONG-TERM RETENTION	
Letters which constitute all or part of a contract or which clarify certain points in a contract.	Corresponds to retention period of the principal record/document
Letters pertaining to patents, copyrights, licensing agreements, regulatory approvals, bills of sale, etc.	Corresponds to retention period of the principal record/document
Letters denying or affirming liability of the Company	Corresponds to retention period of the principal record/document
CORRESPONDENCE AND DOCUMENTS FOR SHORT-TERM RETENTION	
Letters of general inquiry and responses which complete a cycle of correspondence and have no value beyond possible reference from the correspondent within a reasonable period of time.	Two (2) years Exceptions: 1. Colombia – Ten (10) years 2. Germany – Six (6) years
Letters requesting specific action such as name/address change, or complaints which have no further value after changes are made or action is taken	Two (2) years Exceptions: 1. Colombia – Ten (10) years 2. Croatia – three (3) to five (5) years 3. Germany – Six (6) years

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TYPE OF RECORD	RETENTION PERIOD
Similar letters which might be referred to shortly after they are received or written, but which cease to have value unless further immediate correspondence ensues.	Two (2) years Exceptions: 1. Colombia – Ten (10) years 2. Germany – Six (6) years
NON-ESSENTIAL CORRESPONDENCE AND DOCUMENTS	
Letters and notes which require no acknowledgment or follow-up, such as notes of appreciation and plans for meetings	Ninety (90) days
Form letters which require no follow up	Ninety (90) days
Other letters and documents of non-essential subject matter or which require no further action or reference; for example: notices on charity drives, requests for information requiring no administrative action, memos to change mailing lists, etc.	Ninety (90) days Croatia – two (2) years
GENERAL SUPPORT MATERIALS	
Calendars, diaries, notepads, telephone answer pads/books, chronological files, personal files, misc. similar materials	Four (4) years (but check with legal before destroying records of dates, such as inventions, trademark use, etc.) Exceptions: 1. Ireland - Five (5) years (but check with legal before destroying records of dates, such as inventions, trademark use, etc.) 2. Latvia – if personal file includes agreements, instructions, orders or any other information regarding employee – seventy-five years (75). [4]
HUMAN RESOURCES – BENEFITS	
Disability and Sick Benefits files	Indefinite (review every ten (10) years) 1. Croatia - three (3) to five (5) years 2. Latvia – Seventy five (75) years. [4]
Employee group insurance cost data	Six (6) years Exceptions: 1. Singapore – Seven (7) years 2. Venezuela – Ten (10) years 3. Colombia – Ten (10) years 4. Holland – Seven (7) years 5. Swiss – Ten (10) years 6. Croatia – five (5) years 7. Germany – Ten (10) years 8. Israel – Seven (7) years

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TYPE OF RECORD	RETENTION PERIOD
	9. UK - Ten (10) years 10. Latvia – Seventy five (75) years. [4] 11. Sweden – Ten (10) years
Governmental filings	Seven (7) years Exceptions: 1. Venezuela – Ten (10) years 2. Colombia – Ten (10) years 3. Swiss – Ten (10) years 4. Germany – Ten (10) years 5. Poland – Ten (10) years 6. UK - Ten (10) years 7. Latvia – Seventy five (75) years. [4] 8. Sweden – Ten (10) years
Group life and hospital claims	Six (6) years Exceptions: 1. Venezuela – Ten (10) years 2. Puerto Rico – Fifteen (15) years 3. Colombia – Ten (10) years 4. Holland – Seven (7) years 5. Swiss – Ten (10) years 6. Croatia – permanent 7. Germany – Ten (10) years 8. Israel – Seven (7) years 9. UK – permanent 10. Latvia – Seventy five (75) years. [4] 11. Sweden – Ten (10) years
Pension plan application and claims	Indefinite (review every ten (10) years) 1. Croatia – permanent 2. Latvia – Seventy five (75) years. [4]
Individual retirement files	Indefinite (review every ten (10) years) 1. Croatia – permanent 2. Latvia – Seventy five (75) years. [4]
ESPP applications	Indefinite (review every ten (10) years) 1. Croatia – permanent 2. Latvia – Seventy five (75) years. [4]
HUMAN RESOURCES – EMPLOYEE RELATIONS	
Applications and resumes for employment – unsuccessful candidates	One (1) year (or until resolution if a claim is made) Exceptions: 1. Croatia – five (5) years
Applications and resumes for employment – successful candidates	Three (3) years after termination of employment Exceptions:

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TYPE OF RECORD	RETENTION PERIOD
	1. Colombia – Ten (10) years 2. Croatia – five (5) years 3. Poland – Fifty (50) years 4. Latvia – Seventy-five (75) years. [4]
Employee agreements or contracts	Indefinite (review every ten (10) years) [1] [2] 1. Croatia – permanent 2. Latvia – Seventy-five (75) years [4]
Domestic consultant agreements	Three (3) years after expiration or termination [1] [2] Exceptions: 1. Puerto Rico – Fifteen (15) years 2. Colombia – Ten (10) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. France – Ten (10) years 6. Germany – Ten (10) years 7. UK - Six (6) years 8. Ireland – Six (6) years 9. Latvia – five (5) years 10. Sweden – Five (5) years
Incentive Compensation Plan	Permanent 1. Latvia – [3]
Personnel evaluations	Indefinite (review every ten (10) years) 1. Latvia - Seventy-five (75) years. [4]
Position description	Three (3) years after position is eliminated 1. Croatia – permanent 2. Latvia - Seventy-five (75) years. [4]
Training and development	Three (3) years 1. Croatia – permanent 2. Latvia - Seventy-five (75) years. [4]
Unemployment compensation claims	Two (2) years Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. France – Thirty (30) years 6. Germany – Ten (10) years 7. Israel – Seven (7) years 8. UK – Indefinite 9. Ireland – Six (6) years 10. Latvia - Seventy-five (75) years. [4]

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TYPE OF RECORD	RETENTION PERIOD
Out-placement data	Three (3) years Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Swiss – Ten (10) years 4. Croatia – permanent 5. France – Ten (10) years 6. Germany – Ten (10) years 7. UK – Indefinite 8. Latvia - Seventy-five (75) years. [4]
Authorizations for employment, changes in wage and salary rates, leaves of absence, terminations, etc.	Six (6) years after termination Exceptions: 1. Venezuela – Ten (10) years 2. Colombia – Ten (10) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. Croatia – permanent 6. France – Corresponding to retention period of employee agreements or contracts 7. Germany – Ten (10) years 8. Israel – Seven (7) years 9. UK – Indefinite 10. Latvia - Seventy-five (75) years. [4] 11. Sweden – Ten (10) years
Safety and Health procedures	Indefinite (review every two (2) years) 1. Croatia – permanent 2. Latvia - Seventy-five (75) years. [4]
Government safety and health records and filings	Five (5) years [2] Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Swiss – Ten (10) years 4. Croatia – permanent 5. France – Thirty (30) years 6. Germany – Ten (10) years 7. Israel – Seven (7) years 8. Poland – Fifty (50) years 9. UK – Indefinite 10. Ireland – Indefinite 11. Latvia - Seventy-five (75) years. [4]
Employee address	Three (3) years from termination Exceptions: 1. Croatia – permanent 2. Ireland – Six (6) years after termination
IMMIGRATION	



TYPE OF RECORD	RETENTION PERIOD
Form I-9, Employment Eligibility Verification, with supporting copies of documents inspected	Three (3) years after date of employee termination Exceptions: 1. Colombia – Ten (10) years 2. Croatia – permanent 3. UK – Indefinite 4. Ireland - Six (6) years after date of employee termination 5. Latvia - Seventy-five (75) years. [4]
Form ETA-9035, Labor Condition Attestation, with supporting copies of (1) SESA prevailing wage determination and (2) internal posting	One (1) year after date of employee termination Exceptions: 1. Colombia – Ten (10) years 2. Croatia – permanent 3. UK – Indefinite 4. Ireland - Six (6) years after date of employee termination 5. Latvia - Seventy-five (75) years. [4]
Payroll records of all employees who do not have permanent work authorization	Six (6) years after date of employee termination Exceptions: 1. Singapore – Seven (7) years 2. Colombia – Ten (10) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. Croatia – permanent 6. Germany – Ten (10) years 7. Israel – Seven (7) years 8. Poland – Fifty (50) years 9. UK – Ten (10) years 10. Latvia - Seventy-five (75) years. [4] 11. Sweden – Ten (10) years
All other immigration records relating to employees	Six (6) years after date of employee termination Exceptions: 1. Singapore – Seven (7) years 2. Colombia – Ten (10) years 3. Swiss – Ten (10) years 4. Croatia – permanent 5. Germany – Ten (10) years 6. Israel – Seven (7) years 7. UK – Indefinite 8. Latvia - Seventy-five (75) years. [4]
INTERNATIONAL	

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TYPE OF RECORD	RETENTION PERIOD
Corporate international business plan	Seven (7) years Exceptions: 1. Colombia – Ten (10) years 2. Croatia – permanent 3. France – Ten (10) years 4. Germany – Ten (10) years 5. Latvia – Ten (10) years
Foreign bank account files	Seven (7) years Exceptions: 1. Colombia – Ten (10) years 2. France – Ten (10) years 3. Germany – Ten (10) years 4. Latvia – Ten (10) years. [3] 5. Sweden – Ten (10) years
Foreign Office lease files	Seven (7) years Exceptions: 1. Colombia – Ten (10) years 2. Spain – Permanent 3. Swiss – ten (10) years 4. Croatia - one (1) year after expiration of lease 5. France – Ten (10) years 6. Germany – Ten (10) years
International consultant files	Ten (10) years after expiration Exceptions: 1. Spain – Fifteen (15) years 2. Croatia – permanent 3. Latvia – [3]
Sales agent files	Ten (10) years after expiration 1. Spain – Fifteen (15) years 2. Latvia – [3]
CORPORATE RECORDS	
Articles, Bylaws, Minutes of Board Meetings	Permanent Latvia – [3]
Minutes of meetings of committees of Board of Directors	Permanent Latvia – [3]
Notices of shareholder and director meetings	Permanent Latvia – [3]
Proxy statements and related correspondence	Permanent Latvia – [3]
LEGAL	
Due diligence files	Permanent Latvia – [3]

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TYPE OF RECORD	RETENTION PERIOD
Filings with regulatory bodies	Indefinite (review every ten (10) years) 1. Croatia – permanent 2. Latvia – [4]
Litigation files	Seven (7) years after settlement Exceptions: 1. Puerto Rico – Fifteen (15) years after settlement 2. Colombia – Ten (10) years after settlement 3. Croatia – five (5) years after settlement 4. France – Ten (10) years 5. Germany – Ten (10) years 6. Poland – Ten (10) years after settlement 7. Latvia – [4] 8. Sweden – Ten (10) years
Copyright and Trademark registrations	Permanent Latvia – [4]
Patents, patent licenses and related files	Ten (10) years after the patent expires 1. Croatia – permanent 2. Latvia – [4]
Customer claims	Six (6) years after settlement Exceptions: 1. Colombia – Ten (10) years after settlement 2. Croatia – five (5) years after settlement 3. France – Ten (10) years 4. Germany – Ten (10) years after settlement 5. Israel – Seven (7) years 6. Poland – Ten (10) years after settlement
SHAREHOLDER SERVICES	
Canceled stock certificates	Twenty-five (25) years Exceptions: 1. Philippines – Permanent 2. France – Thirty (30) years after dissolution of company 3. Ireland – Permanent 4. Latvia – [3]
Closed shareholder accounts	Permanent Latvia – [3]
Daily stock transfer sheets	Permanent Latvia – [3]
Proxy tabulations	Three (3) years

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TYPE OF RECORD	RETENTION PERIOD
	Exceptions: 1. Philippines – Permanent 2. Colombia – Ten (10) years 3. Spain – Six (6) years 4. Holland – Seven (7) years 5. Swiss – Ten (10) years 6. France – Thirty (30) years after dissolution of company 7. Germany – Ten (10) years 8. Israel – Seven (7) years
Shareholder requests for address change	Three (3) years Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. Croatia – permanent 6. France – Thirty (30) years after dissolution of company
Shareholder lists for annual or special meetings	Three (3) years Exceptions: 1. Colombia – Ten (10) years 2. Spain – Six (6) years 3. Holland – Seven (7) years 4. Swiss – Ten (10) years 5. Croatia – permanent 6. France – Thirty (30) years after dissolution of company 7. Germany – Ten (10) years
Shareholder ledger	Permanent Latvia – [3]
Transfer journals	Permanent Latvia – [3]
Voted proxies	Three (3) years Exceptions: 1. Philippines – Permanent 2. Colombia – Ten (10) years 3. Spain – Six (6) years 4. Holland – Seven (7) years 5. Swiss – Ten (10) years 6. Croatia – permanent 7. France – Thirty (30) years after dissolution of company 8. Germany – Ten (10) years
ENVIRONMENTAL	

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TYPE OF RECORD	RETENTION PERIOD
Environmental logs, assessments, reports, transfer notes, plans	Five (5) years
Exemptions, Licences, Waste Carrier Certificates and Permits	Life of Licence Latvia – [4]
Occupational Health Records	40 years Latvia – [4]
Health surveillance and medical records plus air monitoring and/or biological monitoring	Indefinite (review every 5 years)

[1] Consult with accounting for tax requirements before destroying.

[2] Consult with legal before destroying.

[3] Consult with the State Archive before destroying.

[4] Document has to be submitted to the State Archive.

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