**Purpose**: This procedure has been established to define the system used by XYZ Inc., for the control and retention of quality records, in accordance with the requirements of ISO 9001:2008.

| ISO 9001:2008 Requirement | QMS Method of Addressing |
|---|---|
| Quality records are legible, readily identifiable and retrievable. | It will be the responsibility of each Department Manager to ensure that the quality records relative to each section of this QMS remain readily identifiable, legible, and retrievable. |
| | All records shall be organized and stored with a record index (see Table 1) to allow retrieval in a timely manner. |
| Define the controls needed for the storage, protection, retrieval, retention time and disposition of quality records. | Storage areas shall minimize unauthorized access. Only personnel responsible for these records may remove records from the storage area.<br><br>Removal of quality records from the vicinity of the storage area shall be documented on a Record Control Log (Form 102.1).<br><br>Documents not directly associated with record storage or retrieval shall be segregated from quality records within the storage area. |
| | Designated storage areas shall be environmentally controlled to the extent necessary to preclude physical damage to the records.<br><br>Provisions shall be made for specially processed records (such as photographs, negatives, microfilm and magnetic media) to prevent damage from excessive light, stacking, electromagnetic fields, temperature, and humidity. |
| | Storage locations and retention times for records shall be in accordance with Table 1 of this procedure. |
| | Records should be destroyed at the end of their retention period. A Record Destruction Request (Form 102.2) shall be submitted to the Quality Manager for authorization to destroy these records.<br><br>Destruction should take the form of shredding if feasible, depending upon the sensitivity of the records. When shredding is impractical, it is the owner's responsibility to take whatever steps necessary to prevent the records from unauthorized access and/or use. |

**Table 1 – Quality Records**

| Quality Record | Filed and Maintained [1] | Media | Retention [2] (Min) | Processing |
|---|---|---|---|---|
| Management Reviews | Quality Department | Hard Copy | 7 years | QM.100, sec. 5.6 |
| Contract Reviews (Sales Orders) | Job File | Hard Copy | 5 years | QM.100, sec. 7.2.1 |
| Design Reviews and Verification results; Original Drawings | Engineering Department | Hard Copy | 5 years | QM.100, sec. 7.3 |
| Supplier Assessments and related | Quality Department | Hard Copy | 7 years | QM.100, sec. 7.4 |
| Customer Supplied Product | Job File | Hard Copy | 5 years | QM.100, sec. 7.5.4 |
| Identification and Traceability | Tracking Database (on server) | Electronic | 5 years | QM.100, sec. 7.5.3 |
| Process and Equipment Records | Job File | Hard Copy | 5 years | QM.100, sec. 7.5 |
| Inspection and Test Records | Job File | Hard Copy | 5 years | QM.100, sec. 8.2.4 |
| Calibration Records | Quality Department | Hard Copy | 7 years | QM.100, sec. 7.6 |
| Nonconforming Product (NCRs) | Quality Database (on server) | Electronic | 7 years | QP.104 |
| Corrective & Preventative Action | Quality Database (on server) | Electronic | 7 years | QP.105 & QP.106 |
| Internal Quality Audits | Quality Department | Hard Copy | 7 years | QP.103 |
| Training | HR / Personnel Files | Hard Copy | 7 years | QM.100, sec. 6.2 |

*Note1: The removal of quality records shall be controlled through the use of a Record Control Log (Form 102.1)*
*Note2: The destruction of quality records shall be controlled through the use of a Record Destruction Request (Form 102.2)*