



Records Retention Schedule

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Department:

Quality Assurance

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0

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
Name of Record file						
Dept code 1.1 (le., CSD 1.1)	(le., Job Instruction)	Hard or Soft? Hard- Hard Copy Soft- Soft Copy-- Electronic	Purpose/content of the record	Documents which are still actively being used by an office. They are usually referenced on a daily or monthly basis.	Documents which are no longer referenced on a regular basis and tend to be stored in a less accessible place since they are not used frequently.	Shred,Archive, Destroy or Delete?
Dept 1.2						
Dept 1.3						
Dept 1.4						
Dept 1.5						
Dept 1.6						
Name of Record file						
Dept 1.7						
Dept 1.8						
Dept 1.9						
Dept 1.10						
Dept 1.11						

DDC: Please refer to printed files for signatures of approvers

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