

			Records Control
QMS PQ2	Rev D	Date 01-28-13	Procedure Authority: Quality Assurance Manager

Purpose: The purpose of this procedure is to describe the method of controlling records associated with the effective operation of our Quality Management System.

Scope: This procedure applies to Official Records, both hardcopy or electronic. Design, control, storage, retrievability, and disposition of records will be addressed.

Responsibility: The Quality Manager is responsible for administering this procedure; however, each department head is responsible for determining the records needed for their respective areas and to facilitate records design, control, storage, retrievability, and disposition.

Definitions:

Active Records = A record, which is regularly referred to and required for current use.

Inactive Records = A record that does not have to be readily available; which must be kept for historical purposes.

Official Record or Record Copy = A record that is recognized as establishing some fact. In cases of multiple copies, the Official Record is listed on the “Records Retention and Disposition Schedule” and other copies are considered Non Official Records.

Non Official Records (NOR) = Copies for administrative purpose, convenience file, reference material, or records not included within the scope of “Official Records”.

Reference Documents: Records Retention and Disposition Schedule; (see page 3 of this procedure)
Customer Specific Requirements (C.S.R.), as published and available.

Procedure:

1. Records deemed necessary for business activity will be treated in a manner consistent with good handling practices. These records may be generated internally or may originate from external sources. In any event, the department manager associated with the related work process is responsible for the record.
2. As a department manager identifies a need to create a new form for recording information, the newly created form will be submitted to the Quality Manager for proper control. All forms will be clearly and uniquely identified.

Procedure Contd':

3. When data is presented on these forms (now record), a judgment will be made as to the classification of each record, i.e. Official Record or Non Official Record (NOR) as described above.
4. Official Records will be included on the Records Retention and Disposition Schedule for clear identification, retention and disposition criteria. NOR's will be left to the discretion of the Dept. manager, regarding storage, retention and disposition.
5. Official records will be stored in a manner to facilitate reasonable access, preservation, and protection. The record media may be hard copy or electronic
6. Retention time of records shall satisfy statutory, regulatory and customer requirements. If not so specified, retention time shall be 3 years, or 1 year past the time that the associated item is active for production. See "Records Retention and Disposition Schedule", (page 3 of this procedure).
7. Disposition of records shall be determined by the appropriate department manager, and must not conflict with statutory, regulatory and specific customer requirements. Disposition may include disposal or archival. Disposal of records will be performed in a manner deemed appropriate by the department manager.

Record Retention and Disposition Schedule

(Must not conflict with statutory, regulatory or CSR*)

Department	Record Title / Description	Retention Period**
Accounting	Accounting records	Best Accounting practices (3 years min)
Administrative	Management Review records	3 years
Design	Original Design records (Design & Development inputs, review, verification and validation)	Best Design practices (3 years minimum)
	Design changes (inputs, review, verification and validation)	
Human Resources	Applications for employment (Includes: resumes, job opening ads, job descriptions)	Per H.R. Manager
	Personnel files (Attendance, Medical, Hearing tests)	Per H.R. Manager
	Training records – including education, skills & experience.	Per H.R. Manager (3 years minimum)
	Benefits / Insurance records (Includes: Aflac (employee optional) / Aetna (dental), Anthem (health), Vanguard (401K and beneficiary), I-9 (BMC only), Lincoln Financial (life insurance) and contracts for above.	Per H.R. Manager
	Lawsuits (such as discrimination)	Per H.R. Manager
	OSHA Logs	Per H.R. Manager
	Workers Compensation	Per H.R. Manager
	COBRA	Per H.R. Manager
Maintenance	Equipment maintenance records	3 years
Production	Review of customer requirements	3 years
	Product Identification and traceability records	3 years
	Production records (includes: Quotes, production control sheets, cost-out reports)	3 years
Purchasing	Customer P.O.'s and communications	Per CSR Otherwise; 3 years
	Vendor P.O.'s and communications (including vendor selection, evaluation, and any subsequent actions)	3 years
	Customer property records	3 years
	MSDS records	I.A.W. OSHA requirements
Quality	Certifications/Test Reports	Per CSR Otherwise; 3 years
	Inspection Reports (Includes: receiving inspection, in-process inspection, final inspection records and others that support Mfg. processes and product meeting requirements.)	Per CSR Otherwise; 3 years
	Calibration records	Per CSR Otherwise; 3 years
	Nonconforming products (Includes internal and supplier rejections)	3 years
	Corrective & Preventive Action records	3 years
	Internal Audit and Dock Audit records	3 years
Tool Room	Tooling records (Includes: Quote sheets, Job cost-out sheets, Tooling P.O.'s, Die review sheets and Tool repair work orders)	7 years

* Customer Specific Requirements as published and available.

** Retention period may lead to a disposition which can include disposal or archival for future reference.