



5.9

May 12, 2017

RECORDS RETENTION, STORAGE, & DISPOSAL

Records pertaining to:

- External Assessments
- Internal Audits
- Management Reviews
- Proficiency Samples
- Technician Training and Evaluations
- Personnel
- Test Data
- Test Reports
- Equipment Calibration
- Standardization Checks
- Maintenance Activities
- Customer Complaints
- Corrective Actions

Will be stored and retained by the Quality Manager for a minimum of five (5) years.

When appropriate to dispose of records, they will be deleted from the data base or shredded if in hard copy.