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# RECORDS CONTROL

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**Abstract:**

This document describes the procedure for control of records.

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## 1.0 PURPOSE

This procedure defines the requirements for the control of records within the quality management system (QMS). The scope of this procedure is to control only the records referenced in this document; other records are not controlled.

## 2.0 THEORY

A record is any written or electronic piece of evidence that may be needed later to provide evidence of conformity to requirements. Typically a blank "form" becomes a "record" when it is completed. Records must be controlled so that the information on them is accessible, legible and suitably maintained.

## 3.0 RULES FOR CONTROL OF RECORDS

- 3.1 [REDACTED]
- 3.2 [REDACTED]
- 3.3 [REDACTED]
- 3.4 The Document Control Center maintains archive files for records. Records are [REDACTED]
- 3.5 Records that are discarded after retention are [REDACTED]
- 3.6 [REDACTED]
- 3.7 [REDACTED]
- 3.8 Records are verified for [REDACTED]
- 3.9 The Company does not require vendors to maintain records for the Company; instead, [REDACTED]
- 3.10 To ensure protection of records, electronic records are subject to [REDACTED]
- 3.11 Local computer data that is stored on company computers are [REDACTED]
- 3.12 When making corrections to written record entries, the error is [REDACTED]
- 3.13 Correction fluid or correction tape is not to be used on any quality records.

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### Appendix A: Records Matrix

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		Form		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]		Form		[REDACTED]

Application Note: Modify above list to match your project.

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