



ROSEWOOD MACHINE AND TOOL CO.	QMSP-1002 Quality Records Matrix		
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This is the procedure for how documented information is stored, retained and disposed of at the company. Should it become necessary for documented information to be created and/or maintained by any suppliers, the same rules imposed on the company are imposed on the suppliers. This will occur at the point of requirements review and documented according to the Requirements Review procedure.

The following documents are essential quality-system and must be retained for the minimum time specified. They must only be disposed of under the authority of the Quality Manger or designee.

Documented Information	Storage	Retention (Years)	Disposition
Customer Files	E2	7	Delete
Complaints Files	E2	7	Delete
Customer Surveys	Paper/Electronic	3	Shred/Delete
Audit Reports	Paper/Electronic	3	Shred/Delete
Documented Internal Training and Competence Information	Paper/E2	Indefinite	Archive
Purchase Orders	Paper/E2	Indefinite	Shred/Archive
Quality Manual	E2	Indefinite	Archive
Quality Documents	E2	Indefinite	Archive
Quality Procedures	E2	Indefinite	Archive
Quality Process Maps	E2	Indefinite	Archive
Quality Forms	E2	Indefinite	Archive
Documented Environmental Information	Paper	7	Trash
Documented Non-Conforming Product Information	Paper/E2	Indefinite	Trash/Archive
Corrective Actions	Paper/E2	Indefinite	Trash/Archive
Preventative Actions	Paper/E2	Indefinite	Trash/Archive
Supplier Certifications for Incoming Product	Paper/Electronic	Indefinite	Archive
Documented Calibration Information	Paper/Electronic	3	Archive
Management Review Meeting Minutes	Paper/Electronic	7	Archive



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Documented Personnel Information	Paper/Electronic	7	Shred/Archive