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# QUALITY RECORDS PROCEDURE (PMS-P003)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This outlines the procedure to follow for maintaining quality records in the process management system.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 Department Heads, Assistant Superintendent of Operations, Data Management Specialist

## 3.0 APPROVAL AUTHORITY:

- 3.1 ISO Management Representative

## 4.0 DEFINITIONS:

- 4.1 None required

## 5.0 PROCEDURE:

- 5.1 Records maintained to provide objective evidence of the conformity, implementation, and effective operation of the quality management system are defined in each procedure and/or work instruction.
- 5.1.1 The identification, retention, protection, storage, and disposition of the record identified are documented within the Quality Records Table located in each procedure and work instruction, as applicable.
- 5.2 Records retained are required to be legible, readily identifiable, and appropriately retrievable.
- 5.2.1 Quality records which can be faxed within an acceptable time frame are also considered readily retrievable.
- 5.3 The following are controls in place for quality records:
- 5.3.1 Retrieval: This section is not listed in the quality records table. Retrieval for all records listed is identified appropriately as part of the procedure and/or each manager (approval authority) is responsible to ensure the proper retrieval of quality records.
- 5.3.2 Identification: The title of the record is identified in the document's quality record table.
- 5.3.3 Storage: The storage of the record is defined by whether it is hard copy or electronic, and where the document is stored. This requirement is listed on each quality records table.
- 5.3.4 Protection: Identification of how the record is secured from loss, such as electronic back-up, fireproof location, hard copy back-up, etc. This requirement is found in the document quality records table.

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5.3.5 Retention time: This requirement, listed in the quality records table, indicates the minimum time period the record is required to be maintained. This description may also include retention time in process versus storage versus archive.

5.3.6 Disposition: This disposition of each quality record is listed in the quality records table. The disposition may include archiving the record, if electronic, shredding the record, deleting the record, or discarding it at the discretion of the manager (usually indicated as "discard as desired"). If discard as desired is listed, it is decided by the manager whether to hold the record longer, shred, throw away, delete, or remove by any other means at the timing determined by the manager.

5.4 It is the responsibility of the ISO Management Representative and/or the departmental manager to maintain the quality records table found in each procedure and/or work instruction.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 None

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Not applicable; see Section 5.0				

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
30-Apr-01	A	Original Release
20-Dec-02	B	Updated Responsibility section
14-Nov-03	C	Replaced "Process Design Coordinator" with "Internet Support Specialist" in 2.1
05-Nov-07	D	Replaced "Internet Support Specialist" with "Data Management Specialist" in 2.1. Inserted "ISO" in 3.1 to clarify.

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