

[organization name]

Appendix 3 – List of Types of Records

No.	Type	Description of Records	Retention Period	Note
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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16.				
17.				
18.				
19.				

Commented [134851]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [134852]: If you want to find out more about document control, see:

Some Tips to make Document Control more useful for your QMS
<https://advisera.com/9001academy/blog/2014/05/20/tips-make-document-control-useful-qms/>

Commented [134853]: Write in here the

[job title]

[name]

[signature]