

[organization name]

Appendix 4 – Registry of Records for Detention/Central Archive

No.	File	Name of record	Retention period	Location	Retention period	Prolonged retention time
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
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]:

Commented [134854]: Write in the reason for retaining the record longer than scheduled time.

[job title]

[name]

[signature]