

[organization name]

### Appendix 4 – Registry of Records for Retention/Central Archive

No.	Code	Description of records	Retention period	Location	Start date	End date
1.	E.g. PR 21.2			E.g.	E.g. November 12, 2020	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

**Commented [13A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

**Commented [13A2]:** 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 [13A3]:**

**Commented [13A4]:** Write in the reason

**Commented [13A5]:** This is just an example; please adapt this to your company practices.

[job title]

[name]

[signature]

**Commented [13A6]:** Only necessary if document is in paper form.