

[organization name]

Appendix 4 – Registry of Records for Retention/Central Archive

No.	Category	Name of record	Period of use	Retention period	Retention date	Retention period
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

Commented [170251]: Records from the laboratory Quality System must be stored while in active use. After that, they must be stored (archived) according to national legal requirements or rules and guidelines for retention time.

Commented [170252]: Records in this registry should be listed

Commented [170253]: Insert the

Commented [170254]: Insert the name of document that is

Commented [170255]:

Commented [170256]: Write in the reason for retaining the

[job title]

[name]

[signature]

Commented [170257]: The person who has been assigned responsibility for maintaining the records management process.

This is only necessary if the document is in paper form.