RECORDS RETENTION SCHEDULE

Record Type	Retention Period
Calculation – All revisions	ACT + 15
Correspondence, General, (e.g. letters to-from client, Inter-office memoranda, teleconference notes, meeting minutes)	ACT + 6
Design Analysis	ACT + 6
Design Verification Reports	ACT + 6
Drawings (All revisions)	ACT + 15
Drawing (last revision / as built)	IND
Request for Information	ACT + 6
Specifications (All revisions)	ACT + 15
Supplier Deviation Requests	ACT + 6
Supplier Documents	ACT + 6
Control Logs / Registers	ACT + 6

ACT – Active refers to issued documents and the period during which they are being used or accessed frequently.

IND – Indefinite indicates that the documents are critical to business operation and retained for a long period of time.

"+" – Plus; these records should be kept for the specified number of years. Records are kept while they are active plus six years (ACT + 6).

Number in retention column – Number of years from issue, or other indicated event, that document is to be retained.

Record Type – This is a listing of record types, with some explanatory information as appropriate.

Retention Period– The period of retention for the particular record type.