

Perform Air International Inc.
Administrative System Manual
Procedure: III.08 Control Of Records Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-Release
1	08/02/10	Revision to 5.1 and 6.1
2	02/28/11	Addition of 4.2. Repagination of 4.0 thru 5.6.1. Revision to 3.0, 5.3, 5.4, 5.4.1, 5.5, and 5.6 for grammar and format.
3	9/18/12	Reworded paragraph 5.4.2
4	05/31/13	Removal of previous paragraph 5.3 and 5.4.3 resulting in repagination of 5.3 thru 5.5.1. Revision to 5.4.2 for clarification of procedure.
5	07/01/13	Pagination of 3.1 thru 3.2 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
6	07/31/17	Revision to 5.3.1 and addition of 5.3.2.1 for clarification of procedure.

1.0 Purpose:

To establish controls for identification, storage, protection, retrieval, retention, duration, and disposal of records.

2.0 Scope:

All records necessary to demonstrate compliance with internal, customer, regulatory and statutory requirements, and conformity to the effective operation of the Quality Management System.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Quality Assurance Manager.

3.2 Maintenance and control of the Records Room falls within the responsibility of the Document Control Supervisor. The Records Retention Table communicates additional responsibility by specific record kept.

4.0 Definitions:

4.1 Record: A specific type of controlled document or data that provides evidence of conformity to requirements and of the effective operation of the Quality/Environmental Management System (also known as quality record).

4.2 Retention: A duration of time a record will be stored (either as a hard copy or electronically) as required by regulatory or contract requirements.

5.0 Procedure:

5.1 Records shall remain legible, readily identifiable, and retrievable. The documented procedure to define the controls needed for the identification, storage, protection, retrieval, retention time, and disposition of records can be reviewed per the Records Retention Table.

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5.2 Records will be made available for review by customers and authorities in accordance with contract or regulatory requirements as applicable.

5.3 Storage:

5.3.1 Records storage may take place either electronically or as a hard copy. Hard copies of archived records *may* be retained in the record storage area of the Records Room *if provided by department managers*.

5.3.2 Electronic data will be backed up and retained by the Information Technology Department.

5.3.2.1 *Backups will be controlled in accordance with the Electronic Security Procedure.*

5.3.3 All corporate records generated outside the company (i.e., tax returns, benefit plans, etc.), will have a copy retained by the outside sub-contracted professional.

5.4 Protection:

5.4.1 All records will be protected from damage from the elements by virtue of storage location previously described in this procedure.

5.4.2 Fire protection exists within the building where the records are retained. The electronic data storage safe and the Human Resources file cabinet, which contains employee personnel files, are fire proof.

5.5 Retrieval / Retention Time / Disposition of Records:

5.5.1 Only authorized personnel may retrieve records. A list of authorized personnel is available on the Records Retention Table. The Records Retention Table also addresses the time all pertinent records are retained, and who has authority to dispose of those records.

6.0 Records:

6.1 Records Retention Table (Att.52.07)