

# *EOTA – Business Process*

	<p><i>Document Title:</i></p> <p><b>Control of Records Process</b></p>
	<p><i>Document Number</i></p> <p><b>P-003 Rev 11_0304</b></p>
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<p><i>Parent Document:</i> Q-001, Quality Manual</p>	<p><i>Notify of Changes:</i> EOTA Employees</p>
<p><i>Referenced Document(s):</i> REG-003, Records Register</p>	

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
<b>A</b>	<b>Initial Release</b>
<b>08_0805</b>	<b>Added Integration Group to Section III.</b>
<b>11_0304</b>	<b>Defined Record Creator and New Record for clarity and swapped Step 3.0 and 4.0</b>

## **I. Purpose**

To describe the process for how records are established and maintained to provide evidence of conformity to requirements and the effective operation of the Business Management System (BMS).

## **II. Scope**

This process applies to all EOTA employees.

## **III. Responsibility**

**Document Controller (DC) / Designee** – Responsible for ensuring records are maintained, locations are documented and records are readily retrievable. In addition, the DC, Integration Group members, and / or Internal Auditors are responsible for conducting periodic reviews of select records to confirm currency and need for disposition.

**Integration Group (IG)** – Responsible for review/guidance/recommendations for ISO 9001:2008 compliance within EOTA. This group is comprised of representatives from the FMT, all functional areas and the Quality Assurance Manager.

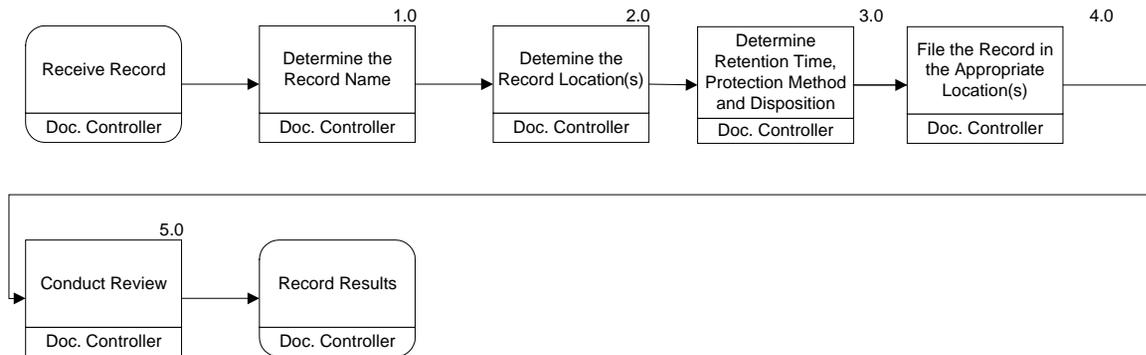
## **IV. Definitions**

**Record** – Documents which provide evidence of conformity to requirements and the effective operation of the BMS.

**Record Creator** – Individual creating the record as a result of activities supporting BMS functions.

**New Record** – Documented evidence of activity or conformance to BMS requirements which is newly introduced to the BMS and not annotated on REG-003, Records Register.

## V. Process



## **1.0 Determine the Record Name (Record Identification)**

Upon identification of a new record, not previously noted on REG-003, Records Register, by a member of the EOTA staff, the record name (Record Identification) will be recorded on REG-003, Record Register. The Record may be an electronic copy and/or a hard copy.

## **2.0 Determine the Record Location(s)**

The Document Controller will determine the record location(s) and will record the location(s) on the populated REG-003, Record Register. The Document Controller will maintain REG-003, Records Register using input from the IG members for each functional group and results of periodic review/audit.

## **3.0 Determine the Retention Time, Protection Method, and Disposition**

The Document Controller, in conjunction with the IG member, will identify the retention time, protection method, and disposition and annotate the record name (Record Identification), Location (Storage/Retrieval), Protection Method, Retention Time and Disposition on REG-003, Record Register.

- Retention Times will be in accordance with contract requirements or functional area practice, which ever period is longer, as applicable.
- Protection methods may include a binder, file cabinet and/or network backups.
- Disposition of records will be managed as follows: network – delete, binder/file cabinet – trash/shred.  
Note: For electronic documents back-ups are completed by Information Technology (reference process)

## **4.0 File the Record in the Appropriate Location(s)**

The Record Creator will file the record in the appropriate location(s): e-copies of the record will be saved in the appropriate electronic folder and hard copies will be stored in the designated record location.

## **5.0 Conduct Review**

The IG members will conduct a review of records on a periodic basis (typically semi-annually) using REG-003, Record Register to confirm, record availability, and to identify/verify retrievability in the associated columns. In addition, the respective IG member will coordinate disposition of records as identified in the Retention Time column, if required, and review the balance of the information for accuracy. Upon completion of the Record Review, the Document Controller in conjunction with the IG member will update REG-003, Record Register, as required, and record the date the record review was completed in the Revision History section of the document.