
Quality Records Procedure (QAS-P006)

Saint Louis Public Schools

1. SCOPE:

- 1.1. This outlines the process for maintaining quality records related to the Quality Assurance System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2. RESPONSIBILITY:

- 2.1. Project Management Office, Process Owners, Business Analysts

3. APPROVAL AUTHORITY:

- 3.1. Management Representative

Signature

Date

4. DEFINITIONS:

- 4.1. QAS – Quality Assurance System
- 4.2. SLPS – Saint Louis Public Schools District

5. PROCEDURE:

- 5.1. Records maintained to provide evidence of the conformity, implementation, and effective operation of the quality assurance system are defined in each procedure and/or work instruction

- 5.1.1. The identification, retention, storage, and disposition of each record are defined in the record retention table of the document.

- 5.2. Records retained are required to be legible, readily identifiable, and appropriately retrievable.

- 5.3. The following controls are in place for quality records.

- 5.3.1. Retrieval: This section is not listed in the quality records table. Retrieval for all records listed is through the process owner or associated business analyst.

- 5.3.2. Identification: The title of the record is identified in each of the documents Records Table.

- 5.3.3. Storage: The storage of the record is defined by whether the record is hard copy or electronic and where the record is stored. This requirement is listed in each document Record Table.

- 5.3.4. Protection: Protection of documents is primarily through electronic back-up, fireproof locations, or where the loss of the record would not adversely affect the system. Hard copy records are always maintained in secured offices in standard file cabinets.

- 5.3.5. Retention time: This requirement, listed on the record retention table of each document indicates the minimum time period the record is to be maintained. In addition, the retention may be in terms of quantity such as the last three revisions of the document.

- 5.3.6. Disposition: The disposition of each quality record is listed in the Records Table. The disposition may include archiving the record if electronic, shredding the record, deleting the record, discarding the record or by any other means that is the

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discretion of the process owner or business analyst. This is indicated as "Discard as Desired" on the records retention table of the document. In the case of SLPS, "discard as desired" is achieved thru shredding.

5.4. It is the responsibility of the Management Representative and/or process owner – business analyst to maintain the quality records table found in each procedure and/or work instruction.

6. ASSOCIATED DOCUMENTS:

6.1. All procedures and work instructions that include the record retention table

7. RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/a	N/a	N/a	N/a	N/a

8. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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