	<b>CENTRAL LABORATORY, DELHI</b>	<b>DOC : CB/CL/SOP/7.5/2</b>
	<b>STANDARD OPERATING PROCEDURE</b>	<b>Issue No. : 04</b>
	<b>GUIDELINES FOR DETERMINING THE RETENTION PERIOD OF RECORDS</b>	<b>Issue Date :16.08.2023</b>
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## 1.0 PURPOSE

To adopt a uniform practice for recording of relevant information on samples received for testing, experimental data and retrieval of data for revaluation and/or reconstruction of the test procedure, if required.

## 2.0 SCOPE

It covers all records of samples received for testing and pertinent information related to them.


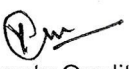
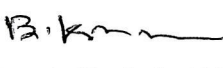

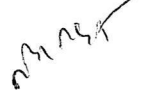
## 3.0 RESPONSIBILITY


The Laboratory In-Charge/ testing personnel or any other designated official are primarily responsible for maintaining the records.

## 4.0 PROCEDURE FOR RECORDING TEST RECORDS

4.1 All the records are kept safely for a defined period by the custodian of the said record as follows.

S.No.	Name of Laboratory Record	Retention Period
1.	Raw Data	3 Years
2.	Calibration Records	3 Years
03.	Log Books	3 year after completion
04.	Master Record	5 Years
05.	Test Reports	3 Years
06.	Record for validity of testing	3 Years
07.	CRM Record	2 Years
08.	PT-ILC Record	4 Years
09.	Environmental Condition	2 Years
10	Feed Back Complaint	5 years
11.	Instrument Calibration Record	3 years
12	Instruments/ equipment AMC Record	3 years

Amendment No.00	Amendment Date :		
Prepared by	Reviewed & Recommended by	Approved By	Issued By
 Quality Manager  Deputy Quality Manager	 Deputy Technical Manager	 Technical Manager	 Quality Manager

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#### 4.2 Review






4.2.1 The laboratory records are made available to authorize staff for review normally by the Laboratory In-Charge.

#### 4.3 Archiving

4.3.1 Individual staff (custodian) have the responsibility for safe guarding the records entrusted to them for the defined period of retention.

4.3.2 On transfer of staff to another section or on leaving the employment, the record shall be given to the Laboratory In-Charge for assigning them to other official.

4.3.3 The disposition of the records after the pre-determined period, shall be undertaken by the Laboratory In-Charge.

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Prepared by	Reviewed & Recommended by	Approved By	Issued By
 Quality Manager  Deputy Quality Manager	 Deputy Technical Manager	 Technical Manager	 Quality Manager