



QUALITY RECORDS PROCEDURE (CIS-P002)

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

1.0 SCOPE:

- 1.1 This outlines the procedure for maintaining quality records related to the ISO 21001 Continuous Improvement System.

2.0 RESPONSIBILITY:

- 2.1 Director of Continuous Improvement
- 2.2 Department Chief or Designee
- 2.3 Document Control Points of Contact

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

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Communications Officer

4.0 DEFINITIONS:

- 4.1 Record: Document stating results achieved or providing evidence of activities performed.
- 4.2 Quality: Degree to which a set of inherent characteristics fulfills requirements.

5.0 PROCEDURE:

- 5.1 Records maintained to provide evidence of the conformity, implementation, and effective operation of the continuous improvement system are defined in all official documents including: policies, procedures, forms and work instructions, etc.
 - 5.1.1 The identification, retention, storage, disposition and protection of each record are defined in the record retention table of the document. The only exception is policies which don't require a retention table as there is no retention or disposition time attached to policies.
- 5.2 Records retained are required to be legible, readily identifiable, and appropriately retrievable.
- 5.3 The following controls have been initiated for quality records:
 - 5.3.1 Retrieval: This section is not listed in the record retention table. Retrieval for all records listed is through the manager of the areas or associated employees.
 - 5.3.2 Identification: The title of the record is identified in the record retention 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 the record retention 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. This requirement is listed in the record retention table.



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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 record retention 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 discretion of the manager. This is indicated as "Discard as Needed" on the records retention table of the document.

5.4 Department Chiefs/designee are responsible for record retention as detailed in their respective department documents.

6.0 ASSOCIATED DOCUMENTS:

6.1 All documents that include a record retention table are associated with this procedure.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date</u>	<u>Rev:</u>	<u>Description of Revision:</u>
12/13/02	IR	Initial Release
2/12/04	A	Add protection to 5.1.1
2/17/12	B	Changed Process Management to Continuous Improvement and PRM to CIS. Changed wording of 5.3.3 to say "Discard as Needed", changed 5.4.
1/9/15	C	Changed grammar usage in 5.1.1; added "This requirement is listed in the record retention table" to 5.3.4' updated logo
9/10/15	D	Added definitions 4.1 and 4.2.
11/16/2017	E	Changed "management representative" to "director of continuous improvement".
12/18/18	F	Updated 2.0, responsibility. Updated 3.1 job title.
2/6/23	G	Updated titles

***** End of Procedure *****