QUALITY STANDARD SYSTEM MANUAL	HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QML 22.0	EFFECTIVITY DATE: May 4, 2018
			REVISION NO. 2
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennda E. Canlas, MD Medical Director

SUBJECT: QUALITY RECORDS

I. **ONSITE STORAGE PROCEDURE**
   a.   Properly label all logbooks, files and records.
   b.   Indicate the date range of the files and records.
   c.   Store all files and records in the filing cabinets.
        ** Files and records that are considered active will be stored accordingly, based on their retention period of 2 years as indicated in the Register of Quality Records.
   d.   All files and records to be kept should be entered in the Google Docs

II. **OFFSITE STORAGE PROCEDURE**
   a. Files and records that are beyond retention period will be considered inactive.
   b. All files and records that are inactive should be placed in a box and properly labeled (Box #, Type of records and Date)
   c. The storage box is identified by a red tag (Red tag will indicate the type of document and status of storage).
   d. All records to be stored off site should be entered in the Google Docs
   e. Files and records stored off site will be coordinated with the compliance officer.

III. **DISPOSAL**

   All files and records beyond the retention period should be disposed either by shredding or to be used as scratch paper.

CONTROLLED

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