

Iron Mountain (Deutschland) Service GmbH	Archiving Arrangement	No. 233
		Issue: 2024-08

Archiving according to RRD-process S10.4.4-1 CA and N0058

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Type of document / record	RRD Requirement Change Request (RCR) Form and Signature Sheet
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(with the exception of investment aided documentation)

Regulations for archiving the named above type of document:

Handling of originals		
<input checked="" type="checkbox"/> Destruction	Destruction of the original paper after microfilming according to privacy policy	
<input type="checkbox"/> Archiving	Preservation of the originals	
<input type="checkbox"/> Return	Return delivery to document owner	
Picturisation		
<input checked="" type="checkbox"/> Hybrid picturisation	Microfilm and digital image	<input type="checkbox"/> Additional microfilm for document owner
<input type="checkbox"/> Microfilm	Absolute analogical picturisation (only microfilm, no data entry in the Digital Archive)	
Retention period		
LOP+10	Period of preservation of original paperwork / microfilm	
Handling of colours		
<input checked="" type="checkbox"/> No colours existing, or no relevant coloured information contained		
<input type="checkbox"/> Scan coloured (only for digital reproduction, microfilm only bitonal)		
<input type="checkbox"/> Storage of originals that contain coloured pages		
Type of control		
<input checked="" type="checkbox"/> Spot check (standard)	<input type="checkbox"/> Detailed control of every data set	

Quality Management Documentation			
Related process / specification etc.	GM-0365	Template No:	

Miscellaneous Regulations:	The RCR Number and Revision will be generated by the author prior to delivery to Iron Mountain. The author will send pdf-versions of the documents to Archiv DW: ArchivDW@rolls-royce.com (see Outlook). Iron Mountain will make the documents available in the digital archive weekly and will have them microfilmed (COM-filming) afterwards.
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Allocation of the document family
Change Documentation (Macro: Please select drop down only once!)

Assigned Attribution		
Existent	Attribute (depending on allocation of the document family)	Old Description / Example / Additional Attribute
<input checked="" type="checkbox"/>	Document Type	RRD RCR Form / RRD RCR Signature Sheet
<input checked="" type="checkbox"/>	Document Number	RCR-XXXX
<input checked="" type="checkbox"/>	Issue	Rev X
<input checked="" type="checkbox"/>	Project	if available, e.g. BR700-710D5-21
<input checked="" type="checkbox"/>	Issue Date	if available, e.g. 02.10.1975
<input checked="" type="checkbox"/>	Title	
<input checked="" type="checkbox"/>	Author	if available, (Change Requester)
<input type="checkbox"/>	Change Request Number	
<input type="checkbox"/>	Additional information (additional Field)	

Access Authorisations	
<input checked="" type="checkbox"/> Documents are generally accessible for RRD employees.	
<input type="checkbox"/> Documents are only accessible for specific persons (see list attached).	

RRD-Department / Document Owner				
Ali Elfeky	ETS-CP-DE-SE-2	2024-07-25		3175700
Document Owner	Department	Date	Signature	Cost Centre

Archive IRM			
J. Becker, IRM		J. Becker, IRM	
Archive Responsible	Signature	Administration Digital Archive	Signature

Test Run (The correctness of the Archiving Arrangement needs to be confirmed biennial by the document owner.)						
Signature						
Date						

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Remarks