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DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX

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MASTER LIST OF QUALITY RECORDS

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EFFECTIVITY DATE	01 July 2023

QUALITY RECORD CODE	DESCRIPTION OF RECORD	LOCATION	RESPONSIBLE PERSON	RETENTION PERIOD
QR-DC-001	Document Change Request File	DC-FC #01 S#4	DC	Permanent
QR-DC-003	Document Control Index	DC-FC #01 S#4	DC	Continuing
QR-DC-004	Obsolete File (original copy)	DC-FC #01 S#4	DC	3 years
QR-DC-005	Master List of Controlled Documents	DC-FC #01 S#4	DC	Continuing
QR-DC-006	Master List of Externally Sourced Documents	DC-FC #01 S#4	DC	Continuing
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Prepared by:	Approved by:
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Document Custodian	Quality Management Representative