	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>PM-QMR-02-02</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>2</b>
		PAGE NUMBER	<b>1 of 3</b>
SECTION	DOCUMENTATION REQUIREMENTS	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>DOCUMENTED INFORMATION (Records)</b>		

### 1.0 OBJECTIVE:

To ensure that all records are properly identified stored, protected, easily retrievable and disposed whenever necessary.

### 2.0 SCOPE:

This procedure covers all the activities on the control of QMS records from identification to disposal including the risk and opportunities associated with the process. *This procedure applies to all quality records generated and maintained within the organization, regardless of format (physical or electronic).*

### 3.0 ACCESS:

*This manual is made accessible through the Document Management System (DMS) that serves as the central repository for all relevant documents related to QMS.*

*The original copy of this document is managed by the Document Custodian, and any updates, revisions, or modifications to this manual should be directed to the Document Custodian for proper documentation and version control.*

### 4.0 DEFINITION OF TERMS:

Master list of Quality Records - refers to the details of all quality Documented Information of the organization *that provide evidence of compliance with quality requirements and the effective operation of the Quality Management System (QMS).*



### 5.0 RECORDS


- Original Copy of Documented Information
- *Document Control Index*

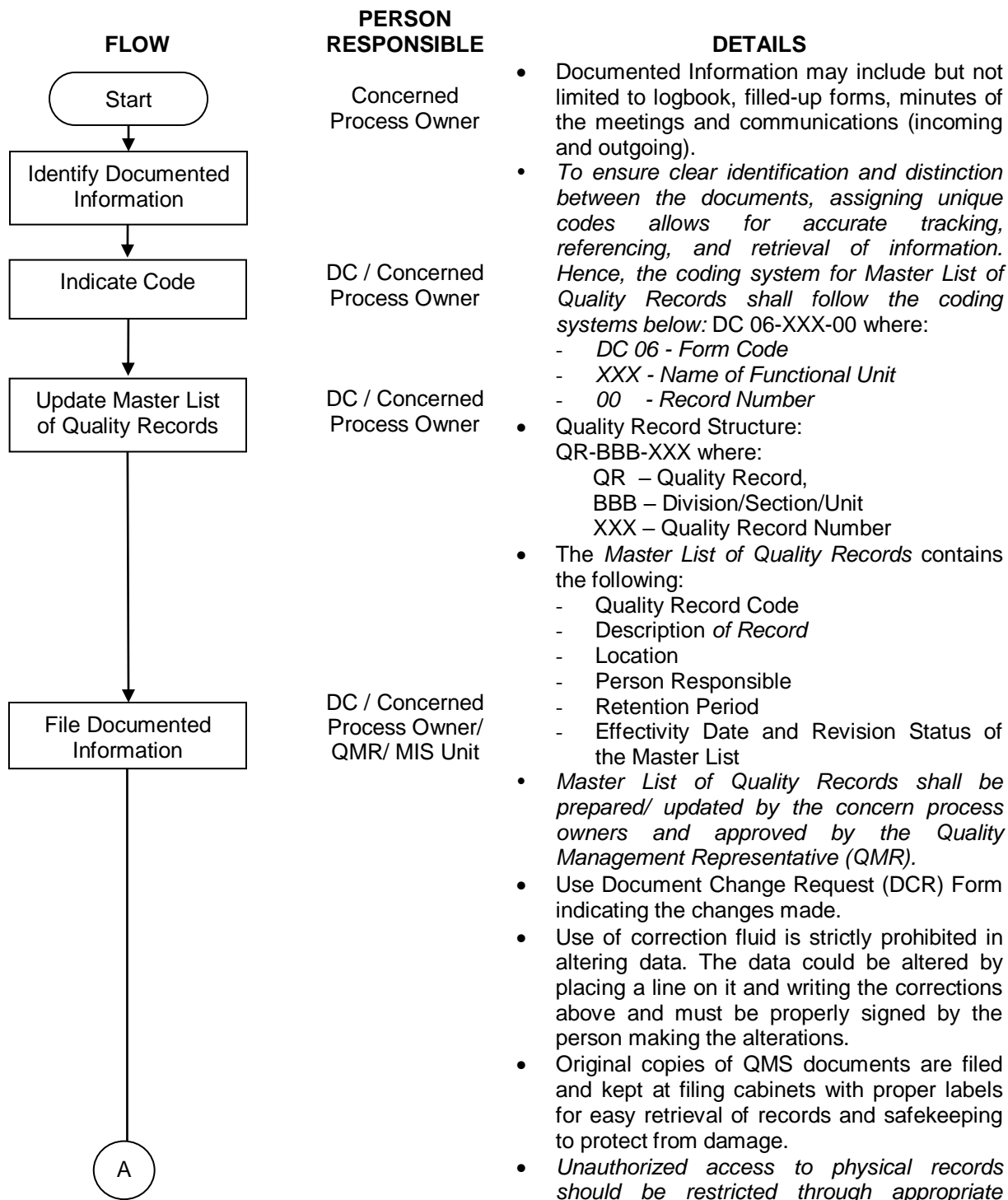
### 6.0 REFERENCE

- WI-QMR-02-02 Withdrawal of Obsolete Copies of Documented Information
- Pambansang Sinumpaan (Record Management and Archives Office) General Circular No. 1 dated 15 October 2003
- Master List of Quality Documented Information
- ISO 9001:2015 Standard

### 7.0 PROCEDURE

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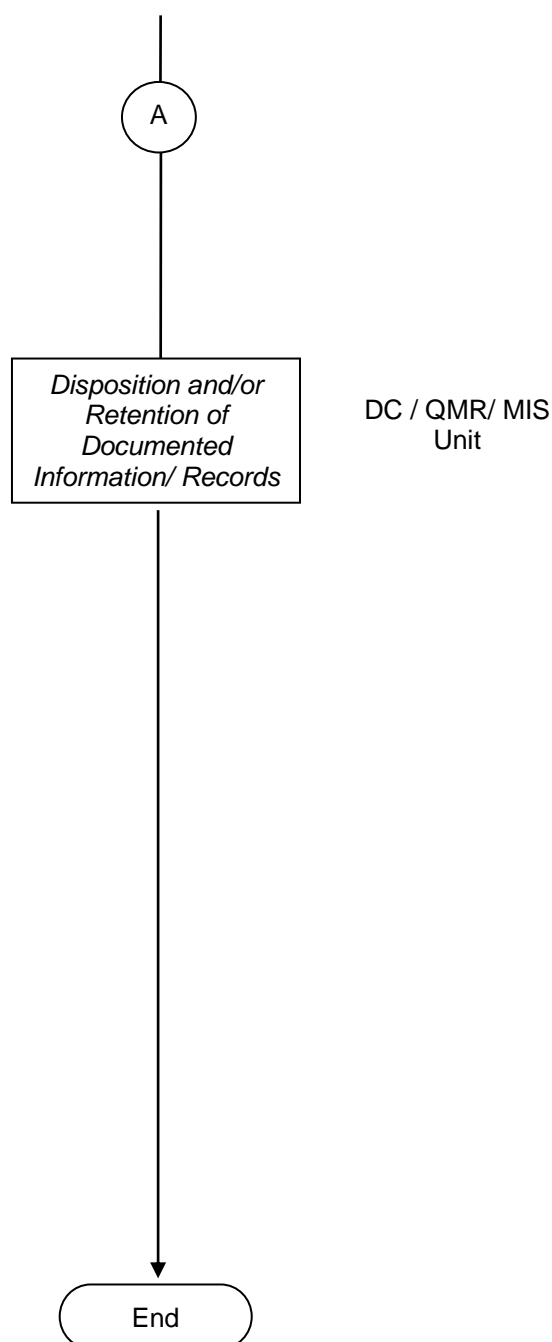
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Quality Management Representative

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- access controls.
- Scanned copies of the documents are uploaded in the DMS that serves as the central repository for all relevant documents related to QMS.
- Electronic quality records shall be stored in a secure and backed-up electronic document management system (DMS) that ensures data integrity and accessibility. Adequate access controls should be in place to restrict unauthorized access to electronic records.
- Electronic records should be appropriately labeled and indexed for easy retrieval and identification.
- Disposal of Quality Records are in accordance to Pambansang Sinupan (Record Management and Archives Office) General Circular No. 1 "Model Records Disposition Schedules for the National and Local Government Offices.
- Obsolete or superseded physical and electronic records shall be securely archived and retained in accordance with the organization's retention policy.
- The Quality Manager, in consultation with relevant stakeholders, shall determine the retention periods for each quality record category and should be reflected in the Master Lists of Quality Records. Years of retention period shall be based according to the significance and relevance of the documents. At regular intervals, the DC, QMR and Process Owners shall conduct reviews of quality records to assess their continued relevance and adherence to the retention schedule.
- Records that have met their retention requirements and are no longer needed shall be identified for disposal. Destruction methods may include shredding, pulping, or any other secure method that ensures the records cannot be reconstructed.
- Electronic records marked for disposal shall be permanently deleted from the electronic document management system.

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