**Record Retention List (2014)**

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| --- | --- | --- | --- | --- |
| **Item/Box No.** | **Location** | **Stored Date** | **Disposal Date** | **Remarks** |
| Management | Office |  |  | Management review report and executive documents, corrective action reports, internal audit reports and training records |
| Project Files | Project Manager |  |  | Project Summary report, project schedule, communication with customers, project specifications, design drawings and subcontractor performance reports. |
| Purchasing | Office |  |  | Approved supplier list, Purchase orders, mill test reports, certificate of compliance, and purchasing related documents. |
| Drawings | Project Manager |  |  | Design drawings, Erection drawings, and transmittals |
| Inspection Records | Office |  |  | Inspection records, Nonconformance reports, NDT records, Calibration records, and inspector qualifications. |
| Quality System | Office |  |  | Master list for manual distribution and controlled documents in the manual. |
| Welding/Bolting | Project Manager |  |  | Welding procedures, welder qualifications, welding wire certificates, and bolt testing log, |
| Administration | Office Manager |  |  | HR files, Accounting files, OSHA documents, equipment maintenance reports and certifications. |
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