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Series
Authorization No: 10551627 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 0

Agency Series No.: BCI-LAB-25**Record Series Title:** Lab Quality Records

Record Series Description: Records provide documentation of compliance to accreditation requirements as well as testing methods and quality assurance measures taken. Records include, but are not limited to, proficiency test summaries, copies of proficiency test records, validation studies, training records, corrective action records, preventive action records, and archived policy/procedures relating to the specific test methods or applicable instruments.

Agency Web Link:**Confidential Description****Vital Description**

Court cases can be made or broken if the office cannot prove the reliability of its practices. This documentation cannot be recreated from other sources.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 50 years, unless maintained in paper or microfilm.	These records may be referred to during specific quality reviews and may affect the testimony of staff for cases during trial. Quality reviews may be referenced during reviews of the effects of previous methods when new/emerging technologies are available or in regards to a specific scientist's work. Records need to be available for duration of a scientist's career and into future for emerging technologies.	Delete
Paper	Retain 50 years.	These records may be referred to during specific quality reviews and may affect the testimony of staff for cases during trial. Quality reviews may be referenced during reviews of the effects of previous methods when new/emerging technologies are available or in regards to a specific scientist's work. Records need to be available for duration of a scientist's career and into future for emerging technologies.	Shred
Microform	Retain 50 years.	These records may be referred to during specific quality reviews and may affect the testimony of staff for cases during trial. Quality reviews may be referenced during reviews of the effects of previous methods when new/emerging technologies are available or in regards to a specific scientist's work. Records need to be available for duration of a scientist's career and into future for emerging technologies.	Shred

Approvals:**Created****Date:** 10/3/2016**Approved**

Nathan Owens, Records Coordinator

Date: 10/3/2016

Approved	Pari Swift, Records Officer	Date: 10/3/2016
Approved	Bunnie Jones, Record Administrator	Date: 10/4/2016
Approved	Fred Previts, State Archivist	Date: 10/4/2016
Approved	Martin Meeks, State Auditor	Date: 10/7/2016

Notes:

Note Date	Note Description	User
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