

MASTER RECORDS LIST

Number	Description	Location	Responsibility	Min. Retention
Form 1	Change Control	Local Office	Customer Service Rep	1 year
Form 2	Management Review Committee Minutes	Local Office/Plant Office	ISO Coordinator	1 year
Form 3	Order Form	Local Office	CSR	1 year
Form 4	Sales Order	Local Office	CSR	1 year
Form 5	Supplier Evaluation	Local Office	Purchasing	1 year
Form 6	Design Control	Corporate Office	ISO Coordinator	1 year
Form 7	Document Change/Raw Material Control Request	Corporate Office	ISO Coordinator	1 year
Form 8	Purchase Order	Local Office	CSR	1 year
Form 11	Experience/Training/Education/Skills	Plant Office/Local Office	ISO Coor/Plant Manager	Duration employment + 2 years
Form 12	Nonconformance Report	Corporate Office	ISO Coordinator	1 year
Form 14	Preventive Action	Corporate Office	ISO Coordinator	1 year
Form 15	Customer Survey	Corporate Office	ISO Coordinator	1 year
Form 16	Training Evaluation	Plant Office/Local Office	ISO Coor/Plant Manager	Duration employment + 2 years
Form 17	Internal Quality Audit Questionnaire	Corporate Office	ISO Coordinator	1 year
Form 18	Internal Quality Audit Observation	Corporate Office	ISO Coordinator	1 year
Form 19	Training Needs Assessment	Plant Office/Local Office	ISO Coor/Plant Manager	Duration employment + 2 years
Form 23	Maintenance Records	Plant Office	Plant Manager	2 years
Form 24	Maintenance Records	Plant Office	Plant Manager	2 years
Form 25	Maintenance Records	Plant Office	Plant Manager	2 years
Form 26	Maintenance Records	Plant Office	Plant Manager	2 years
Form 27	Maintenance Records	Plant Office	Plant Manager	2 years
Form 28	Release Sheet	Plant Office/Local Office	QC Technician/Trans Coor	1 year
Form 29	Internal Calibration Chart	Laboratory	Plant Manager	1 year
Form 30	Incoming Molten Chart	Laboratory	QC Technician	1 year
Form 31	Maintenance Records	Plant Office	Plant Manager	2 years
Form 32	Internal Audit Schedule	Corporate Office	ISO Coordinator	1 year
Form 33	Quality Objective Results	Corporate Office	ISO Coordinator	1 year
Form 34	Audit Notification	Corporate Office	ISO Coordinator	1 year
Form 35	Certificate of Analysis	Corporate Office/Local Office	CSR/Trans Coor	1 year
None	Incoming Bill of Lading	Accounts Payable	Accounting	2 years
None	Outgoing Bill of Lading	Local Office	CSR	2 years
None	Incoming Inspection Log Book	Laboratory	QC Technician	1 year
None	Flaking Log	Plant Office	Plant Manager	1 year
None	In-process Screen Log Book	Laboratory	QC Technician	1 year
None	Final Inspection Log Book	Laboratory	QC Technician	1 year
None	In-process Log Book	Laboratory	Plant Manager	1 year
None	Outgoing Log Book	Laboratory	Plant Manager	1 year
None	Master Document List	Corporate Office	ISO Coordinator	1 year
Doc 4	Master Records List	Corporate Office	ISO Coordinator	1 year

Corporate Office for GGS, SFS, HI, and ISI
 Local Office for GGS and ISI