

Section 13: Quality Management

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	BNL Site-Specific Records Retention Schedule					
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1	Note: Records Marked With 'EPI' Are Under A Moratorium. Do Not Destroy These Records.					
2	Series Title	Description	13	Schedule	Cutoff	Retention
3	Calibrations	This series includes documentation of the multitude of calibration documentation information for equipment such as but not limited to : analytical services instrumentation; measurement and test tools; survey gear; or process/operational instrumentation. This series is used for operations and procedures. It is kept for assessment.	13	ADM-1.21.3.G.1.A	Calendar	Destroy when 75 years old.
4	Committee - Quality Improvement Team	This series documents the establishment of Quality Improvement Teams and contains membership list, meetings, activities and accomplishments. These Quality Improvement Teams are groups of employees that work together to resolve operational or quality problems or to improve or redesign work processes such as but not limited to: challenge groups; peer reviews; or the various BNL employee groups. This series is used administratively and kept for reference.	13	ADM-16.8.A	Calendar	Destroy 2 years after termination of committee.
5	Quality Baseline Documents	This series consists of the (list Dept/Div/Office) 's Quality Program; status, progress, and annual reports; formal assessments conducted by the department's quality representative; department/division/office surveillance; external assessments; department policy, program, plans, or procedure history and background documents, including review and comment resolution. This series is used administratively and kept for reference.	13	ADM-16.1.4.A	Fiscal	Cut off at the end of each fiscal year. Destroy 10 years after cutoff.

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6	Quality Correspondence	This series consist of documents with quality implications and transmitted between senior BNL management and department or division, stakeholder, customers, correspondence of quality representatives, or with/by the Quality Programs and Services Office, and minutes of meetings. This series is used for administration and kept for reference.	13	ADM-16.1.5.B	Fiscal	Cut off at the end of each fiscal year. Destroy 15 years after cutoff.
7	Quality Management System	This record consists of that documentation showing: utilization of key functions, services, and processes; relationship of other sbms management systems; utilization of system-wide outputs and inputs; conformance to regulatory requirments; performance of core and purchased services; basis for standards of performance; background of support subject areas; change history of support BNL standards. This series is used for administration and kept for reference.	13	ADM-16.1.2	Fiscal	Cut off at the end of each fiscal year. Destroy 5 years after cutoff.

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8	Quality Performance Reports	This series includes the reports which document the accomplishments and planned activities of the departments and divisions; programmatic reviews and verifications. This series is used administratively and kept for reference.	13	ADM-16.14.F.2	Calendar	Cut off when no further corrective action is necessary. Destroy 1 year after cutoff.
9	Quality Program Documents	This series contains the original drafts and source materials of the BNL Quality Management System Description; the narrative description of the BNL Quality Program and Services Plan and relevant program documents; the original drafts and source materials for the SBMS subject areas developed or driven by the Quality Program and Services Group. This series is used administratively and kept for reference.	13	ADM-16.1.2	Fiscal	Cut off at the end of each fiscal year. Destroy 5 years after cutoff.
10	Quality Program Implementation Plan	This record consists of that document which matrix requirements of DOE O 414.1(A) and 10 CFR 830.120 to department/division implementation. This series is used administratively and kept for assessment.	13	ADM-16.1.1	Fiscal	Permanent. Cut off at the end of each fiscal year. Transfer to storage after 5 years. Transfer to NARA in 5 year blocks when most recent record is 25 years old.
11	Quality Related Training	This series consist of the training plans and materials used for quality related instruction or information sharing; attendance sheets; and job training analysis. This series is used administratively and kept for reference.	13	ADM-1.29.2.A.2	Calendar	Transfer to a federal records center after last session. Destroy 75 years after transfer.

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12	Quality Status Reports	This series contains the "quality" reports of the departments and divisions at Brookhaven National Laboratory (BNL). These reports are required by stakeholders and regulators, and are the basis of the Quality Programs and Services' Assessments. This series is used administratively and kept for reference.	13	R&D-1.B.4.A	Fiscal	Permanent. Cutoff after project/program completion, cancellation, or termination, or in 5 year blocks. Retire to Federal Records Center (FRC) 2 years after termination of project/program. Transfer to NARA 30 years after termination of project/program.
13	SBMS Subject Area Documentation	This record consists of documentation not found elsewhere, is required, or is relevant to those subject areas of the Quality Management System Description, Section 9.0 - other supporting information. The records in this series includes, but are not limited to the following: evaluation of seller QA requirements; inspections and acceptance; internal controlled documents; materials requiring special handling (including age sensitive material); nonconformance and corrective and preventive action; suspect/counterfeit items. This series is used for administration and kept for reference.	13	ADM16.1.2	Fiscal	Cut off at the end of each fiscal year. Destroy 5 years after cutoff.