

# POLICY ON RETENTION OF PAPER

## INTRODUCTION:

This document provides the policy for retention of paper document.

## SCOPE:

This policy applies to all GxP related documents generated at ..... and Associated units.

## POLICY DETAILS:

- ✧ There shall be procedure in place for retention of paper document. All GxP related document shall have a defined retention period.
- ✧ The storage area shall provide a security, confidentiality, suitable environment and the condition under which the original documents will be prevented from modification, damage, deterioration and/or loss to ensure the integrity of the record throughout the retention period. Storage of document shall ensure easy retrieval.
- ✧ While archival a copy of thermal paper shall also be included.
- ✧ Records which are stored off site shall have defined retrieval time and list of all such documents shall be maintained by site.
- ✧ Procedure shall be placed for destruction of all documents and shall be pre-approved.

## AMENDMENT AND WAIVER:

The company reserves the right to amend, alter and/or terminate this policy at any time.

**DEFINITION:** Not Applicable

## ABBREVIATIONS:

GxP: Good X Practices where x stands for manufacturing, laboratory, clinical, distribution

USFDA: United States Food & Drug Administration

## REFERENCES:

Schedule M Eudralex Volume 4

USFDA 211.180: Records and reports, general requirements