

Archiving, Disposal and Record Management

records on removable storage media, such as CDs or DVDs, for archiving. It is not recommended that original records be sent for archival storage on removable storage media such as CDs or DVDs given that long-term preservation is not possible for these formats. Where no other option is available for electronic records storage, provisions must be made to ensure original records are not lost over time. Archive Managers should be consulted for recommendations and guidelines concerning the selection of media for electronic records storage, as well as for duplication of media and the frequency of regeneration. Depending on the electronic medium chosen, departmental procedures must be established by the record-generating group to periodically ensure that neither the integrity of the records, nor the ease of their recovery, is compromised.

5.7 Retention of QA Audit Reports

Any decision to archive records of Quality Assurance/Compliance audits within the designated archive should be managed in such a way as to ensure clear segregation. Whilst schedules of inspections and inspection specific details (who, when, etc.) may need to be kept long term, it is recommended that a single copy of the audit report and responses is archived in a separate archive and copies of audits are destroyed once any required actions are completed and the inspection has been 'closed-out' by the responsible audit function. QA audit reports must be retained for the minimum period described in the retention schedule, after which time they may be destroyed.

5.8 Microfilming

The production of microfilm/fiche is intended to duplicate the original record for security purposes in case of intended or accidental destruction of the original. Standard operating procedures must be in place to ensure the highest quality duplication is insured.

Where regulatory practice or company policy make provision for the preparation and retention of microfilm as the intended replacement for the original records, the following recommendations are made:

- The microfilm record should contain an official statement or pro forma certificate, dated and signed by the designated archives or records management staff and microfilm camera operator, which may or may not be the same person stating that it is a true and accurate image of the original
- The microfilm is indexed to enable identification and retrieval of the records, and that it is managed as the 'original record' for the purposes of access, security etc.
- A Certification of Destruction is completed to provide full details on the date(s) of disposal of the originals, the reasons for disposal, the personnel involved, and the appropriate signatory approval. This certificate should be microfilmed with the records