



## **RECORD RETENTION FOR 5 YEARS**

### **REQUIREMENTS**

1. The Seller shall retain all records needed to show conformance to Purchase Order requirements for each shipment.
  - 1.1. Distributors of Commercial-Off-The-Shelf (COTS) items or Military Standard part numbers are only required to retain records of traceability to manufacturer, manufacturer part number, and date code.
2. Records shall remain legible, readily identifiable, and retrievable for a period of five years after completion of this Purchase Order or for such longer period as required by law or this Purchase Order.
3. If the Seller is a distributor of the item(s) in this Purchase Order, the Seller shall require the same documentation from the original manufacturer of the item(s).
  - 3.1. Seller shall flow this requirement to the manufacturer.
4. Seller shall allow HFE International to acquire or inspect all records needed to show conformance to Purchase Order requirements.
5. The Seller shall receive HFE International approval prior to destroying / disposing of any record throughout the retention period required by this Quality Note.

### **DATA SUBMISSION SUMMARY**

- Seller to deliver the following data to HFE International for HFE International Approval
  - Request to destroy/dispose of any records throughout the retention period.

### **NOTES**

- Examples of the type of documents that may require retention include:
  - Records of inspection measurements
  - Records of product testing
  - Records demonstrating work performed to produce the product (e.g., shop travelers, routers, etc.)
  - Records of traceability to manufacture part number, lot number, and date code
  - Records of calibration
  - Records of raw material certification
  - Records of purchasing from sub-tier suppliers, to include purchase orders and certificates of conformance at a minimum
  - Records of any sampling plan requirements called out in HFE International drawing, including lot quantity, sample size requirement, and values for each part.