

## CQR: Maintenance of Quality Records

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**Quality records** Quality records contain records related to the following:

### 4.13.1.1

- proficiency and competency tests
  - quality audits
  - corrective and preventive actions
  - testimony monitoring
  - management reviews
  - evaluation of vendors of critical supplies
  - manual version authorizations
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**Quality record storage**

All quality records are secured and held in confidence by the Quality Manager or designee.

### 4.13.1.2

### 4.13.1.3

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**LIMS data**

The Sacramento County District Attorney Bureau of Information Technology is responsible for the

### 4.13.1.4

- protection and backup for quality records stored electronically
  - prevention of unauthorized access to or amendment of quality records
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**Retention of quality records**

Quality records will be retained for at least one accreditation cycle or five years (whichever is greater).

### 4.13.1.2

Quality test reports will be retained indefinitely. Case records associated with quality tests will be retained for at least one accreditation cycle or five years (whichever is greater).

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