

CQR: Maintenance of Quality Records

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

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).
