

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](#)
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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).
