

## COMPANY OPERATING PROCEDURE

### Intrastats Disposition of Documents / Records. VM3/COP/14.01

Date:	Revision Date:26-Sep-11	Issue: 1
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All Digital Records are Kept indefinitely.

Q.A. Records , Barcode Tracking Etc. Will be available Indefinitely.

Documents held inside the Document Manager are held indefinitely.

Removing a document simply archives it and hides it from normal views.

All Documented decisions and Reports to Notified Bodies are Kept indefinitely.