

Developing and Implementing an FDA Compliant Records Management Program



1. Attend Seminar for Baseline Knowledge

2. Research Retention Requirements



3. Draft Record Retention Matrix



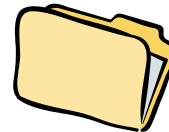
4. Planning & Assessment



5. Inventory Where Information Lives



6. Complete Record Matrix



7. Draft Records Management Policies / SOPs



8. Training and Implementation



9. Update QS SOPs with “Records” Heading



10. Annual Review (document disposition of records)



11. Audit & Report in QS Management Review

