

DEPARTMENT	OEC-MR-RC-P-01	ISSUE DATE	REVISION #
MR	RECORD CONTROL PROCESS	2016-09-27	1.0
			PAGES
			1 of 3

**PURPOSE**

To ensure that records are identified, collected, indexed, filed and stored in a manner that ensures easy retrievability and for demonstrating compliance to requirements of the Quality / Information Security Management System.

**SCOPE**

Applicable to the records maintained as described in the respective processes at OEC Records Management Company.

**REFERENCE**

None

**RESPONSIBILITY**

Personnel responsible for completing the activity and keep a record of the same.

**PROCEDURE / DESCRIPTION OF ACTIVITIES**

Refer to the flow chart for the detailed steps.

**FORMATS / EXHIBITS**

None

DEPARTMENT  <b>MR</b>	<b>OEC-MR-RC-P-01</b>	ISSUE DATE <b>2016-09-27</b>	REVISION # <b>1.0</b>
	<b>RECORD CONTROL PROCESS</b>		PAGES <b>2 of 3</b>



