

Record Control Sheet

| Record Title | Location | Person/Section Responsible | Retention Time (Minimum) |
|--|-----------------------------|---|-------------------------------------|
| RMS | Network | Technical- Eamonn Fitzgerald Application Owner- Declan Maguire | 3 Years |
| Corrective & Preventive Actions | RMS | IT Director of nominee | 3 Years after effectiveness closure |
| Customer Surveys | Web / Director / SharePoint | Mgt Rep / IT Director | 3 Years |
| Audit Trails and Reports | GLG-028 | IT Director of nominee | 3 Years |
| Documentation Change | GLG-028 / Arconics | IT Director of nominee | 3 Years |
| External Documents | Administrator's Office | Administrator | 3 Years |
| Training Records | SharePoint Portal | All staff maintain own record | Duration of employment |
| Project Management Records | SharePoint / RMS | Section Head / Manager | 3 years after project completion |
| Calibration Records | Post Room | Michael Fitzgerald | Duration of equipment use |
| Post Room Breakdown Records | Post Room | Michael Fitzgerald | 3 Years |
| Special Delivery records | Post Room | Michael Fitzgerald | 3 Years |
| Van Maintenance Records | Post Room IT Services | Clare McCracken Declan Maguire | 3 Years |
| Print Room Goods Inwards records | Print Room | Print room staff | 3 Years |
| Print Room Quality Records | Print Room | Print room staff | 3 Years |
| Print Room Equipment Breakdown Record | Print Room | Print room staff | 3 Years |
| Job Card Records | Print Room | Print room staff | Duration of job |
| Student Notes Master List | Print Room | Print room staff | 3 Years |
| Cash Reconciliation log | Print Room | Print room staff | 3 Years |
| Laser Refund Records | Print Room | Print room staff | 1 Year |
| MSDS Record Sheets | Print Room | Print room staff | Duration of chemical use |
| AV Calendar | Network | AV Staff | Duration of booking |
| Equipment Lists | Each Section | Section files | Permanent |
| Graphics Records | Network / Office | Graphics Staff | 3 Years |
| Management Review & Meeting Records | SharePoint | IT Director | 3 Years |
| Toner Order Records | T: Drive | Mai McGurk | 2 Years |
| Server Backup Records | CommVault Server | Technology Solutions Staff (backup operator) | 3 Years |
| Server Backup Schedule and Antivirus and Patch records | Network | Technology Solutions Staff (backup operator) | 3 years |
| PayPrint Records | Network | Clare McCracken | 3 Years |
| Supplier Approval and Monitoring Records | Administrator's Office | Administrator | 3 Years |

The electronic version of this document is the latest version. It is the responsibility of the individual to ensure that any paper material is the current version. Printed material is uncontrolled documentation.

Record Control Sheet

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|---|------------------------------|------------------------------------|-----------|
| Purchase Orders | Administrator's Office | Administrator | 3 Years |
| Schedule of Working Guidelines | SharePoint / Internal Audits | IT Director of nominee | Permanent |
| Copy of Driving Licences for Staff using Vans | CMC's office | Clare McCracken | Permanent |
| Xerox 7002 Printer Calibration Records | Stored on the printer | Clare McCracken / Print Room Staff | 3 years |

| Revision No. | Date | Approved by: | Details of Change |
|--------------|-------------|--------------|---|
| 1 | 14-Apr-05 | Kim O'Mahony | Initial Release |
| 2 | 19 Apr '05 | KOM | Inclusion of revision history tab and foot information. Change Backup and Server records lines |
| 3 | Aug '05 | KOM | Inclusion of Purchase Orders and Van maintenance records. Removal of header info. Change retention time on corrective action reports. |
| 4 | Sept '08 | Kim O'Mahony | Included SharePoint as location for Mgt Review records and surveys. Updated document change records to include Quality Officer. Updated project records to include RMS. |
| 5 | Apr '09 | Kim O'Mahony | Included 'Schedule of Working Guidelines' document kept on SharePoint |
| 6 | May '10 | Kim O'Mahony | Included details of van for IT Services and retention of copy driving licences for staff driving van |
| 7 | June '10 | Kim O'Mahony | Included details of MSDS records and laser refund records maintained by Print room |
| 7 | Dec '10 | Kim O'Mahony | Audit finding – Record control sheet at Rev 6 (in footer) instead of Rev 7. Updated revision number |
| 8 | 21 June '11 | Kim O'Mahony | Included details of calibration records for Xerox 7002 printer in Print room |
| 9 | Apr '14 | Mgt Team | Annual review |