



Meat Grading & Certification Branch

DOCUMENT CONTROL AND RETENTION

This appendix outlines retention periods for Meat Grading and Certification (MGC) Branch documents related to the Quality Management System and, when necessary, procedures for securing instructions, records, and other documents.

Document	Retention Period	Controls
Quality Plans	Until revised	Readily accessible in graders office. Protect to prevent loss or damage, but no further security required.
Index of Technical Reference Documents	Until revised	Controlled copies are maintained on MGC Branch servers as read-only files. Printed copies are uncontrolled but may be kept in the front of the manual during valid period. Expired copies are removed from use.
MGC Instructions	Until revised	Are available on the MGC Branch Intranet site. May also be obtained in local and area manuals.
Official USDA Standards	Until revised	Readily available to all employees performing related duties.
Approved Specifications	Until revised	Readily available to all employees performing related duties. Are available on the MGC Branch Intranet site.
Internal Review Records	2-3 years	Maintained on the MGC Branch server by the Internal Review Specialist.
Unused MGC Branch Certificates	Indefinite	Lock in secure storage when not in use.
Contracts	Until shipped	Seal or lock in grader's office when not in use.
End Product Data Sheets	Until revised	No security required. Store in grader's office.
Production Records	12-15 months	Seal or lock in grader's office when not in use.

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