

## Terms and Conditions

**Clause Number: Q224M**

**Effective: 10/04/2024**

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### RECORD RETENTION

Seller's records that provide evidence of conformance to specified requirements and the effective operation of the quality system shall remain on file by Seller for the retention period identified below - unless otherwise specified by contract. Seller shall also ensure such records of Seller's Subcontractor(s) shall remain on file by Seller's Subcontractor(s) or Seller for the same retention period.

Additionally:

- Such records [including those retained by Seller's Subcontractor(s)] shall be made available to Buyer, Buyer's Customer(s) including Government and Regulatory Agency authorized representatives.
- At any time during the identified retention period, at Buyer's request, Seller will deliver such records or any part thereof in format / media and within a time frame as agreed to by both parties, to Buyer, at no additional cost to Buyer.

Seller shall retain such records on file for a period of not less than 4 years after final payment.

Seller's records being destroyed shall be rendered unreadable and unusable.