

## **Terms and Conditions**

**Clause Number: Q224P**

**Effective: 10/04/2024**

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### **RETENTION OF RECORDS**

Seller's records, to demonstrate conformance, shall be on file and available for review by Buyer, Buyer's Customers or Regulatory Agencies, upon request. Quality records shall be retained for a minimum of seven (7) years from date of final payment. Seller shall have a documented procedure on record retention defining specific records and applicable retention.

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