



## MATRIX OF RECORDS

F02  
Rev. 1  
01/06/20XX

Identification		Recuperation	Protection	Storage	Time	
Id	Description				Retention in Sector	Discharge
F10	Staff competence	Electronic folder	Access control	Database	Permanent	NA
F15	Occupational Health Assessment	Electronic folder	Access control	Database	Permanent	NA
F19	Audit Program	Electronic folder	Access control	Database	Permanent	NA
F20	Internal Audit Report	Electronic folder	Access control	Database	Permanent	NA
F23	Non-Compliance and Corrective Action	Electronic folder	Access control	Database	Permanent	NA
F25	Critical Analysis Minutes	Electronic folder	Access control	Database	Permanent	NA
F29	Audit Plan	Electronic folder	Access control	Database	Permanent	NA
IT04	Restaurant - Weekly Menu	Electronic folder	Access control	Database	Permanent	NA
IT05	Kitchen - Storage	Electronic folder	Access control	Database	Permanent	NA
IT06	Kitchen - Access and Hygiene	Electronic folder	Access control	Database	Permanent	NA
-----	Miscellaneous Licenses	Electronic folder or suspended folder	Access control	Database or paper file	Permanent	NA