	<b>Records Controlling Procedure</b>		Document No	TIU.QM.PR.004
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## 1. SUMMARY

- 1.1. This procedure defines the requirements for the identification, storage, protection, retention time and disposition of controlled quality records.
- 1.2. "Quality records" are those records which provide evidence of Tishk International University having met – or not met – requirements.
- 1.3. Records outside of this scope do not require control, but may be controlled at the discretion of management.


## 2. REVISION AND APPROVAL

This procedure is released, checked and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie Coordinator of QMS	Dr. Mehmet Ozdemir Vice president of Academic Affairs	Dr. Idris Hadi Salih

### Revision History

#	Date of Revision	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	15/05/2015	0	3 years	Original Release	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Prof. Dr. Ahmet Oztas
2	01/12/2017	1	3 years	Some steps were eliminated, simplifying the text of the procedure, revision frequency was added, coding process and codes indicators were explained more	Rasha Alkabbanie Coordinator of QMS	Dr. Mehmet Ozdemir Vice president of Academic Affairs	Dr. Idris Hadi Salih

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### 3. PROCEDURE

#### 3.1. Identification

3.1.1. Tishk International University maintains records that are needed to provide evidence of conformity to requirements and of the effective operation of the quality management system. The records are identified in the table below, along with the controls for each record type.

#### 3.2. Storage

3.2.1. Storage methods are indicated in the table below, for each record type.

3.2.2. Records are generally retained in the Departments/Units offices as Hard Copies. While some important records are being scanned and kept on computers which have ports to the University Physical servers.

The student's scores and information are stored in the Database Office Computer with Data backup possibility.

3.2.3. Hardcopy records are stored in suitable cabinets that prevent damage or deterioration.

#### 3.3. Retention, Retrieval & Disposition

3.3.1. Records shall be retained in the offices according to Internal Records Lists (not less than one year) and then maintained s archives according to the "Archiving Instructions".

3.3.2. Records that are discarded after retention shall be permanently destroyed.

3.3.3. When archived records are stored offsite or in another location, these shall be stored in a controlled environment that also protects them from damage or deterioration.

3.3.4. As required by student contract or regulatory requirements, quality records shall be made readily available for review by the requesting authority. Such review is limited to those records applicable to the student or regulatory authority, and shall not allow for the accidental or intentional release of confidential information to an unauthorized party.

#### 3.4. Protection

3.4.1. The listed "controller" shown in the table below must ensure their assigned records remain legible, readily identifiable and retrievable.


3.4.2. In order to ensure protection of records, electronic records are subject to periodic backups, with the backup stored on a separate server.

3.4.3. The IT Services Unit is responsible for technically supporting the backup of data.

3.4.4. Quality records data stored on individuals' computers must either be backed up through the server (as above), or backed up manually onto the server.

3.4.5. Entries made by hand on hardcopy forms shall be made in ink.

3.4.6. White-out or correction tape is not to be used on any quality records. The correct procedure for making corrections is to cross the error out, make the correction and initial it. Optionally, date-sensitive corrections should be dated as well.

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