



Record Retention Policy

Document No.: CP-7-ALL-55

Revision: A

Revision Date: 7th March 2018

1.0 PURPOSE / SCOPE:

- 1.1 The purpose of this procedure is to define the TI Automotive requirements for management and retention of records.
- 1.2 The scope applies to all TI Automotive sites.
- 1.3 TI Automotive will maintain all records as defined in IATF 16949, country or region specific regulations, Customer Specific Record Retention requirements and as defined by our legal team.

2.0 RESPONSIBILITIES:

- 2.1 The Process Owner is the Corporate Global Quality Systems Director.
- 2.2 All managers globally that are responsible for maintaining document information/records shall follow this procedure.

3.0 DEFINITIONS:

Abbreviation	Signification
IATF	International Automotive Task Force

4.0 REFERENCES / ASSOCIATED DOCUMENTS:

- 4.1 IATF 16949 Technical Specification
- 4.2 ISO 14001 Environmental Management System
- 4.3 CP-5-ALL-52 Customer Specific Requirements
- 4.4 CP-4-ALL-01 Global Quality Systems Procedure
- 4.5 CF-7-XX-5500 Country specific Record Retention documents
("XX" is where the country specific initials will be for the document)



5.0 PROCEDURE DESCRIPTION:

- 5.1 Production part approvals, tooling records (including maintenance and ownership), product and process design records, purchase orders (if applicable), or contracts and amendments shall be retained for the length of time that the product is active for production and service requirements, plus one calendar year. (Unless defined differently in the country specific Record Retention requirements defined in CF-7-XX-5500)
- 5.2 All records are retained for the minimum period required by applicable laws and regulations in the jurisdiction in which the facility is located, or the period required by this Policy or the period required by the TI Group customer, whichever is longer.
- 5.3 All records related to the production of goods for a customer shall be retained for the life of the production, plus service, plus 1 year, unless otherwise specified by the customer requirements.
- 5.4 Documents which are not otherwise subject to retention may need to be retained due to unusual circumstances such as pending or threatened litigation, audit or government investigation. If, for any reason, it is felt that a document should be retained due to such a circumstance, TI Group Legal Department must be consulted. When litigation or investigations occur, TI Group Legal Department will notify the appropriate functions or facilities and direct that relevant categories of documents be labeled for retention until further notice.
- 5.5 The privacy and security of records, particularly personnel and related records shall be appropriately assured.
- 5.6 Records maintained on microfilm and microfiche, magnetic tape, CD-ROM or other electronic data processing storage media are legally acceptable media for records retention and will be governed by the same guidelines as other records.
- 5.7 It is imperative that TI Group be able to document which documents have been retained and which documents have been discarded. Therefore, extra files including correspondence, memoranda, notes, computer discs, tapes, etc. which are maintained in individual offices, at home or any other off-site location are subject to this Policy.
- 5.8 It is the intent of this Policy that Records shall be destroyed upon the expiration of the applicable retention period provided in the Chart. Personnel shall carry out the destruction as soon as is reasonably practicable following the expiration of the retention period provided that the Records in question are not subject to a Legal Hold or there is no other good reason (such as the Record having historical value) to retain the Record for a longer period of time. Any Records so retained shall be destroyed when there no longer exists any valid reason for their continued retention. The mode of destruction shall safeguard the confidentiality of the Records and shall render them no longer recognizable as TI Group Records. Destruction methods should be used that ensure the Records, whether paper or electronic, are not capable of being reconstructed. Personnel carrying out the destruction shall maintain a record of the destruction.



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6.0 REASON FOR CHANGE TABLE:

REVISION LETTER	REVISION DATE	DESCRIPTION OF CHANGE	APPROVAL HISTORY
A	7 th March 2018	New policy to align requirements with IATF 16949; includes new document number, references to country specific record retention requirements	Global Director Corporate Quality Systems