

Title:

**Record Retention – 20 Years**

---

**Aerojet Quality Note****J03****Rev #**      **Date****0****9/22/08**

Supplier shall keep on file records reflecting that all materials and finished items were controlled and tested in accordance with and met the specifications detailed on the purchase order. Such records shall be available for Aerojet examination. Records shall be retained 20 years after final payment. Records shall be maintained for the retention period in a manner that prevents damage from fire, moisture, pests, or other deteriorating effects. Supplier shall notify Aerojet buyer if conformance to this requirement cannot be met. Aerojet shall be notified thirty days prior to destruction of documentation related to Aerojet orders.

<b>Rev</b>	<b>Date</b>	<b>Description of Change</b>	<b>Changed By</b>

This document is an integral part of the contract (purchase order) in which referenced. **Applicable Revision:** The revision in effect at the time the purchase order is placed.