

**IDS Terms and Conditions Guide
Section Q**

**Clause Number: Q224S
Effective: 05/12/2005
Page: 1 of 1**

RECORD RETENTION

Seller shall maintain records of inspections, tests, and process controls called for by this contract. Unless extended record retention requirements are specified elsewhere in this contract or attachments, (e.g. drawings, management reports, etc.) these documents shall be on file and available to Buyer for four (4) years following the end of the calendar year in which the final entry was made or three (3) years after the final payment under this contract, whichever expires first. At any time during the retention period, at Buyer's request, Seller will deliver said records, or any part thereof, to Buyer, at no additional cost to Buyer.