



## QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of: June 30, 2022

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	FM-VSU-13	Accomplishment report April 1-15 (Prely Aguilar) date prepared April 6, 2022	Steel Cabinet	ATR	2 years	N/A
2	N/A	FM-VSU-13	Accomplishment report April 16-31 (Prely Aguilar) date prepared April 22, 2022	Steel Cabinet	ATR	2 years	N/A
3	N/A	FM-VSU-13	Accomplishment report May 1-15 (Prely Aguilar) date prepared May 5, 2022	Steel Cabinet	ATR	2 years	N/A
4	N/A	FM-VSU-13	Accomplishment report May 16-31 (Prely Aguilar) date prepared May 24, 2022	Steel Cabinet	ATR	2 years	N/A
5	N/A	FM-VSU-13	Accomplishment report June 1-15 (Prely Aguilar) date prepared June 6, 2022	Steel Cabinet	ATR	2 years	N/A
6	N/A	FM-VSU-03	Petty Cash Advance Request letter date prepared June 14, 2022	Steel Cabinet	ATR	Permanent	N/A
7	N/A	FM-VSU-13	Accomplishment report June 16-31 (Prely Aguilar) date prepared June 23, 2022	Steel Cabinet	ATR	2 years	N/A

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