

Aerospace series - Quality systems - Record retention

EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

| | |
|---|--|
| See Eesti standard EVS-EN 9130:2020 sisaldab Euroopa standardi EN 9130:2020 ingliskeelset teksti. | This Estonian standard EVS-EN 9130:2020 consists of the English text of the European standard EN 9130:2020. |
| Standard on jõustunud sellekohase teate avaldamisega EVS Teatajas. | This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation. |
| Euroopa standardimisorganisatsioonid on teinud Euroopa standardi rahvuslikele liikmetele kättesaadavaks 08.07.2020. | Date of Availability of the European standard is 08.07.2020. |
| Standard on kättesaadav Eesti Standardikeskusest. | The standard is available from the Estonian Centre for Standardisation. |

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English Version

Aerospace series - Quality systems - Record retention

Série aérospatiale - Systèmes qualité - Conservation
d'enregistrements

Luft- und Raumfahrt - Qualitätsmanagement -
Aufbewahrung von Aufzeichnungen

This European Standard was approved by CEN on 22 December 2019.

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Contents

| | Page |
|---|-----------|
| European foreword..... | 3 |
| 1 Scope..... | 4 |
| 1.1 General..... | 4 |
| 1.2 Applicability..... | 4 |
| 2 Normative references..... | 4 |
| 3 Terms and definitions..... | 5 |
| 4 Documents and Data Records to be Retained and Retention Periods..... | 6 |
| 5 Means of retention..... | 6 |
| 5.1 Recording media..... | 6 |
| 5.2 Electronic storage and archiving..... | 6 |
| 5.3 Archiving and Retrieval Conditions..... | 7 |
| 5.4 Retention Responsibility Sharing between Customers and External Providers..... | 8 |
| 5.5 Disposal of Documents and Data Records..... | 8 |
| Annex A (informative) Documents and Data Records Retention Matrix..... | 9 |
| Bibliography..... | 18 |

European foreword

This document (EN 9130:2020) has been prepared by the Aerospace and Defence Industries Association of Europe - Standardization (ASD-STAN).

After enquiries and votes carried out in accordance with the rules of this Association, this Standard has received the approval of the National Associations and the Official Services of the member countries of ASD-STAN, prior to its presentation to CEN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by January 2021, and conflicting national standards shall be withdrawn at the latest by January 2021.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN shall not be held responsible for identifying any or all such patent rights.

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1 Scope

1.1 General

This document provides requirements and guidance for the retention, storage, retrieval and disposal of records for the international aviation, space and defense industry.

1.2 Applicability

1.2.1 This document is applicable to all documents and data records, on current and earlier products, produced using current and previous business agreements and applicable statutory and regulatory requirements.

1.2.2 Documents should be interpreted in the broadest possible sense to include all records, data and information, in paper or in electronic form or on film, including external providers working on own behalf.

1.2.3 Some documents may be retained electronically. The form in which documents are to be retained varies from one jurisdiction to another and varies depending on the document involved. Some countries prescribe that certain documents be retained in their original form as a hardcopy (e.g. board minutes, documents under seal, trust documents and original documents that are subject to specific legal requirements...).

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 9300-003, *Aerospace series — LOTAR — Long term archiving and retrieval of digital technical product documentation such as 3D, CAD and PDM data — Part 003: Fundamentals and concepts*

EN ISO 9000:2015, *Quality management systems — Fundamentals and vocabulary*

AS/EN/JISQ 9100, *Quality Management Systems — Requirements for Aviation, Space and Defence Organizations*¹

AS/EN/JISQ 9110, *Quality Management Systems — Requirements for Aviation Maintenance Organizations*

AS/EN/JISQ 9120, *Quality Management Systems — Requirements for Aviation, Space and Defence Distributors*

¹ These requirements are based on ISO 9001.