

Audit File Archiving and Retention Form

Document Details

Audit Title

Audit Reference No.

Period Covered

Date of Completion

File Information

Type of Files	No. of Files	Location	Retention Period (Years)

Description / Notes

Authorization

Prepared by:

Date:

Reviewed by:

Date:

Approved by:

Date:

Important Notes

- Ensure all required audit files are included and accurately described in this form.
- Retention periods must comply with legal, regulatory, and organizational requirements.
- Unauthorized access to archived files should be strictly prohibited.
- Review and disposal of files should be documented according to retention policy.
- This form must be signed and securely stored for future reference and compliance audits.