



1.0 Requirements

- 1.1 The Seller shall retain all records needed to show conformance to Purchase Order requirements for each shipment.
- 1.2 Distributors of Commercial-Off-The-Shelf (COTS) items or Military Standard part numbers are only required to retain records of traceability to manufacturer, manufacturer part number, and date code.
- 1.3 Records shall remain legible, readily identifiable, and retrievable for a period of 7 years after completion of this Purchase Order or for such longer period as required by law or this Purchase Order.
 - 1.3.1 For all Purchase Orders for C4 and/or Rafael, the minimum retention requirement shall be increased to 10 years.
- 1.4 If the Seller is a distributor of the item(s) in this Purchase Order, the Seller shall require the same documentation from the original manufacturer of the item(s).
- 1.5 Seller shall flow this requirement to the manufacturer.
- 1.6 Seller shall allow Tampa Brass to acquire or inspect all records needed to show conformance to Purchase Order requirements.
- 1.7 The Seller shall receive Tampa Brass approval prior to destroying / disposing of any record throughout the retention period required by this Quality Note.

DOCUMENT IS UNCONTROLLED WHEN PRINTED