



June 1, 2018

Requested Documentation and Retention Practices for Participation in the ABMA Liability Defense Expert Witness Program.

The purpose of this document is to outline what types of documentation are to be kept by each company that participates in the ABMA Expert Witness program. It is not our intent to prescribe exactly how such documentation should look, but rather to insure that each participating company is completing certain types of documentation. This will enable an individual from any participating company who may be asked to serve as an expert witness for another manufacturer to be conversant in the types of testing, certifications, and record keeping as may be discussed as a part of any proceedings.

Please refer any questions you may have to ABMA headquarters.

Documentation Type	Retention Period
Product Speed Test Records Per ANSI B165.1	7 Years
Product Specifications for New Product Designs Including All Developmental Test Data	20 Years
Product Change Request Documentation Including Speed Rating Changes	20 Years
Changes to existing materials and parts	20 Years
Work Orders/Bills and Routers for Product Manufacturing (Initial)	20 Years
Changes to Work Orders/Bills and Routers	7 Years
Customer Complaint /Return Log	20 Years
Material Safety Data Sheets (MSDS) (Where Required) and History of Changes	20 Years
Engineering Change Notices (ECN)	20 Years
Incoming Parts, Raw Materials and Product Inspection Reports	7 Years
In-Process Inspection Reports	7 Years
Final Inspection and Test Reports	7 Years
Production Lot Control Records	7 Years
Product Recall Records	20 Years