



Record Management for Suppliers

1 Introduction

Note: Nothing in this standard supercedes applicable laws and regulations.

Note: In the event of conflict between the English and domestic language, the English language shall take precedence.

1.1 Purpose. The purpose of this standard is to define record retention periods for business records for GM suppliers, to enable a common process for communicating record management responsibilities within GM supplier organizations, and to document supplier requirements related to the legal discovery of information and data related to GM business.

1.2 Applicability. Enable a common process for communicating record management responsibilities within GM supplier organizations.

1.3 Remarks. None.

2 References

Note: Only the latest approved standards are applicable unless otherwise specified.

2.1 External Standards/Specifications.

None

2.2 GM Standards/Specifications.

None

2.3 Additional References.

- GM3660 GM Commodity Validation Sign-Off, available via SupplyPower Libraries at /ENGINEERING/Global/Technical Standards and References/Standards/GM3660 Commodity Validation Sign-off.
- Retention/Submission Requirements and the GM Information Lifecycle Management (ILM) GM Record Retention Schedule (GMRRS)

3 Requirements

3.1 Supplier Project Record Retrievability. Supplier project records must be stored by suppliers in a manner that will facilitate effective search and retrieval as required for business, legal or tax purposes for their entire retention period. Computing and communication resources must be maintained to access and retrieve records throughout the total retention period. These resources may include required operating systems, applications, retrieval tools and retention media.

3.2 Discovery. A process must be developed and documented to support the legal discovery of information and data related to GM business. Additionally, a process should be developed and documented to support placing information and data on litigation hold to maintain the integrity of the requested information and data.

3.3 Supplier Project Record. A supplier Project Record is a record that is necessary to comply with legal, tax, or other regulatory requirements, **and** documents business decisions, transactions, policies or positions, operations, or other official business of the project.

3.4 Document Retention. Documents requiring retention are located in Appendix A. The retention period for the documents is also provided. In addition, an authorized GM representative of the contracting GM Business Unit or Department may identify additional records to be retained and their retention period.

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4 Validation

Not applicable.

5 Provisions for Shipping

Not applicable.

6 Notes

6.1 Glossary.

Business Record: A GM Record that is necessary for ongoing business operations that provide evidence of company policies, decisions or transactions or those required for regulatory compliance.

IHS Markit: Distribution company for all published General Motors Worldwide (GMW) standards.

6.2 Acronyms, Abbreviations, and Symbols.

AAR	Appearance Approval Reports
AIAG	Automotive Industry Action Group
APQP	Advanced Product Quality Planning
DFMEA	Design Failure Mode and Effects Analysis
FMEA	Failure Mode and Effects Analysis
GMRRS	GM Record Retention Schedule
GMW	General Motors Worldwide
ID	Identification
ILM	Information Lifecycle Management
IMDS	International Material Data System
PPAP	Production Part Approval Process
PSW	Part Submission Warrant
SI	Supplier Integration
SOR	Statement of Requirements
SQ	Supplier Quality
SQMS	Supplier Quality Management System

7 Additional Paragraphs

Not applicable.

8 Coding System

This standard shall be referenced in other documents, drawings, etc., as follows:

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