

Kraftfahrt-
Bundesamt



Retention periods for approvals and relevant quality records

Version: October 2021



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Unless stated otherwise, information given in this document for manufacturers, is to be taken as recommendation of the Krafftahrt-Bundesamt (KBA). If the organisation decides to define shorter retention periods, those should be agreed in advance with the KBA. If a special legal basis (e.g. EU or UNECE documents) require other retention periods, those given in the documents are binding.

Retention periods given in the table below refer to data and information filed/stored in any form.

	Technical service (TS) (A, B, C¹, D¹)²	Manufacturer
Approvals, test reports, drawings and other approval relevant documents	Termination of the approval + expected product life + min. 3 years (vehicles and systems min. 15 years, parts min. 10 years) Records for traceability of tests if not own equipment/software was used: min. 10 years ³	Vehicles, systems: 10 years after termination of the approval Components, separate technical units: 5 years after termination of the approval ⁴
Samples of operation, installation and other manuals	Termination of the approval + expected product life + min. 3 years (vehicles and systems min. 15 years, parts min. 10 years)	Placing on the market + expected product life time + min. 3 years
Documentation for approval relevant processes, requirements to competence etc.	Current and the subsequent designation period	Placing on the market + expected product life time + min. 3 years (not necessarily more than 10 years)
Data for vehicle registration certificate/Certificate of conformity (CoC)		10 years after production ⁵
Usage list for vehicle registration certificates, CoC, print-outs of national type approvals (ABE)		15 years

¹ Only if applicable (C: no manufacturer/product testing records, D: no approvals).

² Given retention periods shall be applied mandatorily, they are applicable also in case of suspension of designation. In case of termination of designation, the KBA defines special periods which must be applied even after termination of designation.

³ In case of existing contracts, data can be stored also at the premises of the owner of test equipment/software.

⁴ Mandatory under Regulation (EU) 2018/858 (see Art 14 (3)); same deadlines are applicable for representative and importers; mandatory also for Reg (EU) 167/2013 and Reg (EU) 168/2013 regarding placing on the market; mandatory also for other legal acts if documents are not stored at the approval authority or at the technical service.

⁵ Mandatory in accordance with the Guideline "Vehicle documents I and II" par. 7.2.1; recommendation for CoC and print-outs of national type approvals.

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	Technical service (TS) (A, B, C¹, D¹)²	Manufacturer
CoP test results (also in case of production in other legal units)		The following recorded test/audit + min. 5 years ⁶ (not necessarily more than 10 years)
Results of own (internal) system evaluation (internal audit, management review, certificates)	Current and the subsequent designation period	3 years
Results of own corrective actions	Current and the subsequent designation period	Until effectiveness is proved + 1 year (sustainability); If initiated by the KBA: 10 years
Records relevant for traceability (e.g. purchasing documentation, reports to authorities, records of tests)	In accordance with risk analysis	In accordance with risk analysis (not necessarily more than 10 years after production)
Competence records	Current and the subsequent designation period	6 years
Contracts/Declarations for production in other legal units ("A at B", other (e.g. group or company internal))		Production + expected product life time + min. 3 years (not necessarily more than 10 years, but no destruction before the end of the contract)
Results of evaluation of legally independent production units (e.g. audit results, certificates)		3 years
Results of in-use- compliance-monitoring (e.g. product monitoring, complaints)		Expected product life time (not necessarily more than 10 years after placing on the market)

⁶ It is recommended to store at least the 3 latest test results.

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	Technical service (TS) (A, B, C¹, D¹)²	Manufacturer
Special provisions (UN Regulations 155/156 and similar)		
Records, plans, reports etc. for assessment of CSMS/SUMS (including relevant reporting of the holder of the Certificate of conformity)	End of validity of the Certificate of conformity + 3 years In general, no documents/records of the manufacturer; if unavoidable – only as much and as long as absolutely necessary	6 months after reporting (including relevant evidence for information given in the report)
Results and traceability of software tests (including documentation of used for testing hard- and software)	10 years after end of production with this software version	10 years after end of production with this software version
Verification of the implemented software with regard to the RXSWIN saving of the frozen software version		10 years after end of production with this software version

Further obligations for economic operators:⁷

At the request of an approval or a market surveillance authority, economic operators shall provide the following information for a period of 10 years after placing on the market of a vehicle or a system and for a period of 5 years after placing on the market of a component, separate technical unit, part or equipment:

- The identity of each economic operator from whom they have obtained a vehicle, system, component, separate technical unit, part or equipment.
- The identity of each economic operator to whom they have supplied a vehicle, system, component, separate technical unit, part or equipment.

Importers shall keep a copy of the type approval certificate and its attachments as referred to in Article 28 (1) of Regulation (EU) 2018/858 for a period of

- 10 years after the expiry of the validity of the EU type approval of a vehicle or system.
- 5 years after the expiry of the validity of the EU type approval of a component or separate technical unit.

Furthermore, they shall ensure that these documents can be submitted to the approval and market surveillance authorities on request.

Abbreviations:

A, B, C, D	Categories of activity of technical services (cf. Regulation (EU) 2018/858)
CSMS	Cybersecurity management system
SUMS	Software-update management system

⁷ Manufacturer, authorized representative of the manufacturer, importer, distributor.

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