

**Kraftfahrt-  
Bundesamt**



# Retention periods for approvals and relevant quality records

Version: June 2019



## Retention periods for approvals and relevant quality records

Information in this document is to be taken as recommendation of the Kraftfahrt-Bundesamt (KBA). It is based on the idea of product liability and on requirements of other interested parties. If the organisation decides to define other retention periods, those should be agreed **in advance** with the KBA. If a special legal basis (e.g. EU or UN-ECE documents) requires other retention periods, those given in the documents are binding. **It is generally recommended to follow the retention periods in accordance with VDA volume 1.**

Retention periods given in the chart below refer to data filed/stored in any form.

	Technical service (Test laboratory)	Manufacturer
Approvals, test reports, drawings and other approval relevant documents	Termination of the approval + expected product life + min. 3 years (vehicles min. 15 years, parts min. 10 years)	<b>Vehicles:</b> 10 years after termination of the approval <sup>1</sup>  <b>Components, systems, separate technical units:</b> 5 years after termination of the approval <sup>1</sup>
Templates of operation, installation and other manuals	Termination of the approval + expected product life + min. 3 years (vehicles min. 15 years, parts min. 10 years)	Placing on the market + expected product life time + min. 3 years
Technical documentation for the production of the approval object		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 <sup>1</sup>
Usage list for vehicle registration certificates, CoC, print-outs of national type approvals (ABE)		10 years <sup>2</sup>
CoP test results (also in case of production in other legal units)		The following recorded test/audit + min. 5 years <sup>3</sup> (not necessarily more than 10 years)
Results of internal system evaluation (internal audit, management review, certificates)		3 years

<sup>1</sup> Mandatory under Regulation (EU) 2018/858; same deadlines are mandatory under Regulation (EU) 167/2013 and Regulation (EU) 168/2013 with regard to placing on the market.

<sup>2</sup> Guideline „Vehicle documents I and II“ par. 7.2.1; recommendation for CoC and print-outs of national type approvals.

<sup>3</sup> It is recommended to store at least the 3 latest test results.

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	Technical service (Test laboratory)	Manufacturer
Results of corrective actions		Until effectiveness is proved + 1 year (sustainability); If initiated by the KBA: 10 years
Records relevant for traceability (e.g. purchasing documentation)		As given in the <a href="#">risk analysis</a> (not necessarily more than 10 years after <a href="#">production</a> )
Training and competence records relevant for the product or for homologation		3 years
Contracts/Declarations for production in other legal units („A at B“, other (e.g. group or company internal))		<a href="#">Production</a> + expected product life time + min. 3 years (not necessarily more than 10 years)
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)

Further obligations for economic operators:<sup>1, 4</sup>

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 the placing on the market of a vehicle and for a period of 5 years after the placing on the market of a system, 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 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.](#)
- [5 years after the expiry of the validity of the EU type approval of a system, component or separate technical unit.](#)

[Furthermore they shall ensure that these documents can be submitted to the approval and market surveillance authorities on request.](#)

<sup>4</sup> [Manufacturer, authorised representative of the manufacturer, importer, distributor.](#)

## Legal notice

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