

RELATIONSHIP BETWEEN DOCUMENT MANAGEMENT AND RECORDS MANAGEMENT IN DOCUMENTATION AND DATA LIFECYCLES

Hard Copy

Electronic Copy

Digital Data

Other (i.e. email)

Create/modify & taxonomy/cross-functional integration/concurrent activity management/modifiable file management

Content Quality Assurance/legal & regulatory compliance

DOCUMENT AND DATA MANAGEMENT

Document Control Quality Checks/non-conformance correction/data expediting

Capture/metadata/distribution readiness/storage structure

CDM-DM-CHR-001 Rev 0

Documentation and data Lifecycle

Destruction/Retrieval

RECORDS MANAGEMENT

Archive/Retention

Workflow: Distribution/review/approval/construction, etc. Reporting

