GLP Records–Storage and Retrieval

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May 13, 2013 1:24 pm PDT

An essential part of a study performed under good laboratory practice is the study record. The study record contains what was done, how it was done, when the work was performed, and who performed the work. Good documentation and recordkeeping practices that are applied to all site records are vital. Records must be stored in adequate facilities that permit rapid access and retrieval. Electronic records are subject to the same general rules as hardcopy records and also have specific considerations. Hardcopy and electronic records must be secure to assure integrity. Record retention must be defined.

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