

6.0 INSTRUCTIONS (Continued)6.3 Record Deletion or Modification (Continued)6.3.2 Deletion

- a. The organization originating the record is responsible for requesting a deletion or modification; a request to remove another organization's record will not be approved. Submit form TVA 10722, Document Deletion (Attachment 2) and a copy of the record to be deleted. If the record is lengthy, a copy of the first page and the page on which the RIMS number appears will be sufficient. (In the case of an endorsement, the RIMS number may not be on the first page.) Authorization to delete a record must be made by the appropriate supervisor or his/her designee. It is recommended that QA lifetime records which are deleted be replaced.
- b. The originating organization should notify everyone who received a copy of the original record that the record is being deleted. The notification will inform the recipients that the record is being deleted and that it should be removed from all working files and that any endorsements that have been made to the document will also be removed.
- c. Once a Document Deletion Request has been submitted, it may be necessary to resubmit the document: if for example, the record was submitted with pages missing. A record may be resubmitted using the same RIMS number, or a new RIMS number may be assigned. If the record is resubmitted with a new RIMS number, the old RIMS number and the control number, if it appears, should be removed and a new RIMS number assigned. If the record is a QA record, line through the old RIMS number, and initial and date the correction. If the same RIMS number is to be used, submit the record following normal procedures.