

	UGANDA NATIONAL BUREAU OF STANDARDS	Document No: CERT/POL/07
	CERTIFICATION SCHEME	Issue No: 03 Revision No: 01 Effective Date: 02/01/2019
Document Title: RECORDS RETENTION POLICY		

This policy on records retention shall ensure that records are established, maintained and controlled to provide evidence of conformity to requirements.

UNBS shall retain two major types of records:

- a) Those internally generated to demonstrate that certification scheme requirements and those of the applicable international standards have been effectively fulfilled;
- b) Client records obtained in the course of the certification process as evidence of fulfilment of certification requirements.

All records generated or obtained in the course of provision of certification services shall remain the property of UNBS.

Procedure CERT/OP/07, Control of Documents and Records, defines the responsibilities and procedure for the identification, accessing, filling, storage, maintenance, retention and disposal of records.

Records shall be maintained in either electronic or paper formats or both. All employees shall be responsible and accountable for records in their possession and those under their control.

UNBS shall ensure that all records remain legible, identifiable and retrievable and are held in a secure and confidential manner with controlled access.

For certified clients, records of at least the latest 2 certification cycles (the current cycle plus one full certification cycle) shall be retained on file. The active part of the file shall be available for use, while the closed file shall be securely stored.

The retention period for certification records shall be at least 6 years. Under no circumstances shall files be destroyed before a six (6) year period unless approved by the Executive Director. However, applications received but not processed beyond the initial application stage shall be kept for a period of 2 years and may be destroyed on the instruction of the Manager Certification Department.

To ensure confidentiality of information, the disposal methods used shall ensure that the information therein becomes illegible or obscured.

Approved by:  Deputy Executive Director/Standards	Approval Date: 2nd January 2019
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