



## DOCUMENT RETENTION POLICY

### What Is a Document Retention Policy?

A document retention policy provides for the systematic review, retention and destruction of documents received or created in the course of business. A document retention policy will identify documents that need to be maintained and contain guidelines for how long certain documents should be kept and how they should be destroyed.

### Objective

This policy is created for the following purpose:

- Proper handling of storage of EGYTRANS documents.
- Identify retention/ destruction period for all EGYTRANS documents & files.
- Maximize the utilization of space in archives & filing cabinets in all EGYTRANS departments.

### Expected results

- Organized system for document storage in archives.
- Maximization of space available in filing cabinets in all departments.
- Proper handling of all EGYTRANS documents.
- Increased awareness and compliance among all EGYTRANS employees related to the proper retention period of all documents in their departments.

### Parties affected or impacted

All EGYTRANS managers and employees.

### Policy

Each EGYTRANS department has the responsibility of identifying documents and records to be retained for legal or business needs. The retention period, where there is no direct law for the retention of such documents, should be determined by the manager of each department or branch, business needs and international best practices.

After the expiration of the agreed or statutory retention period, destruction procedures should be commenced. Destruction, even after expiration of the retention period, should be dependent on the continued relevance of the documents and the request of department manager to extend the retention period after providing justification/rationale.

**(See EGYTRANS Document Retention Manual for identification of retention periods and destruction procedures).**

Electronic versions of documents/records will be kept on the backup server according to the document owner's decision and he/she will state the retention period for each document/record saved on the server. Destruction will be conducted after the IT department sends a reminder to the departments or employees whose files are due to be destroyed and receives their approval for destruction, unless the document owner requests an extension of the retention period before the preset time of destruction. Staff should not delete their original documents/records from their own PCs even if they put a copy on the backup (server) **AS THE BACKUP EXISTS FOR EMERGENCY USE ONLY.**

### Failure to Follow the Policy

Any EGYTRANS employee who is found to have violated this policy will be subject to corrective action up to and including termination of employment.