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Policy on Record Retention

Rwanda Standards Board (RSB) National Certification Division (NCD) ensures that records generated as a result of its certification services are adequately protected during their retention. All records created or received in the ordinary course of - NCD business are a property of RSB-NCD.

This policy pertains to all forms and all media in relation to RSB-NCD business, including:

- handwritten, typed, or printed records on paper;
- electronic records (e.g., e-mail, websites, external disks, CDs);
- video, audio, network servers and reporting systems.

It is a policy of RSB-NCD that its records be retained so long as they are:

- i. necessary to the current conduct of the institution's business;
- ii. required to be retained by statute or government regulation or standard.

All employees are responsible and accountable for the records in their possession and those records for which they have control.

Records with permanent or historic value such as those required to establish RSB as a legal entity, RSB intellectual property like Certification Marks and their registration certificate are retained and not disposed.

Confidentiality is upheld during the record retention period and disposal process.

In furtherance of this policy, NCD has developed record retention matrix. Despite any specified retention periods, all certified client records are retained for at least a minimum period of 10 years.

RSB ensures that records that are no longer needed by NCD or are of no value are discarded at the proper time.



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