

# **Safeguarding of Records & Retention Procedure**

# SOP –Safeguarding of Records & Retention Procedure

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## SOP –Safeguarding of Records & Retention Procedure

### Abbreviations

CALSOFT	California Software Company Limited
SOP	Standard Operating Procedure
DCM	Data Center Manager
ISC	Information Security Council
IT	Information Technology
ISMT	Information Security Management Team

## **SOP –Safeguarding of Records & Retention Procedure**

### **1. Purpose**

The purpose of this document is to classify which types of Records are critical and need to be retained. It guides us on how these records shall be retained, the duration of retaining and the method of disposal. The main objective of this document is to secure important records of Calsoft according to established procedures.

### **2. Scope**

This policy applies to all the official records and documents of Calsoft

### **3. Responsibilities**

All Calsoft employees

### **4. Procedure**

- The Concerned Process owner shall conduct a detailed study and list records available with him along with the Record Name, Record ID, and record owner once a year.
- Preliminary drafts of letters, memos, spreadsheets, etc., shall not be considered official records and do not need to be retained for a long period unless the concerned authority is instructed to retain the same.
- Calsoft shall retain record at a safe place to ensure that individuals do not alter, erase or in any way change the content of the record for fraudulent purposes.
- Safeguarding and Retention shall also include protection of data from loss, damage, media deterioration and rapid technology changes.
- A Record Centre/room/fire safety vault based on the quantity of records shall be established to protect records from fire, deterioration, and unauthorized access.
- Electronic records and databases shall be backed up as per the Backup Policy
- If access is required for a record, a proper approval process shall be followed according to Access control policy.
- Proper indexing shall be maintained of records which are retained.
- Records shall be retained in Electronic media (e.g. hard disk, or any other magnetic storage format) based on the use and storage space.

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- Data in Electronic form shall be kept for three years and after that, the data shall be archived. However, open documents like Court cases, outsort bill/invoice etc will not be archived till clearance. Archive frequency shall be cycle-wise for billing data.

### **4.1 Retention and Disposal Schedule**

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Retention criteria of records shall be as per the below criteria:

- The retention period of files/data shall be as per Calsoft rules & regulations and after that record shall be disposed off as per the Disposal policy.

### **4.2 Legal Aspect**

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- All records, files, and documents (including correspondence) created by the employee in the course of employment are the property of Calsoft and shall at all times continue in the ownership and control of Calsoft for its use, preservation, or destruction according to its records management policies
- No Calsoft employee shall permit the disclosure or use of confidential information without proper authorization

### **4.3 Enforcement**

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1. This policy shall comply with all other relevant IT policies of Calsoft.
2. Any employee who is found to have violated this policy may be subject to disciplinary action as per Employee Punishment & Appeal regulations of Calsoft.

## **5. Document Review**

The document shall be reviewed after every year or as when required with prior approval from the competent authority.

## **6. Reference**

Information Security Policy for PO06: Safeguarding of Records & Retention Policy

PO09: Disposal of Electronic Media Policy

PO14: Backup Policy

Internal

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