



# Document retention and destruction policy





## Introduction

This guide provides the guidelines that the Cooperative Agricultural Marketing Association in the Kingdom must follow regarding the management, preservation, and destruction of the association's documents.

## General Definitions of Preservation

- **Documents:** Information media produced or received by the association to achieve a specific purpose and are still needed for official work.
- **Archives:** Information media produced or received by the association to achieve a specific purpose, which have lost their practical value but have cultural value that requires permanent preservation.
- Documents are divided into two types: (1) Permanent documents that cannot be destroyed and are necessary for work or research, and (2) Temporary documents that can be destroyed as their value decreases over time.
- The following documents are to be preserved permanently:
  1. Documents proving the association's properties.
  2. Documents proving the properties of natural or legal persons.
  3. Documents such as regulations, policies, plans, budgets, final accounts, general assembly meeting minutes, board of directors and committee meeting minutes, important contracts, administrative procedures, organizational guidelines, important reports, statistics, architectural plans and designs, licenses, and records.
  4. Judicial rulings and deeds.
- Active documents are preserved in the active preservation unit, and inactive documents in the intermediate preservation unit.
- If the use of any document type is canceled, it does not entail destroying existing documents.
- Prepare a designated place for preservation.
- Create a guide for search tools like indexes and catalogs to direct to the required document.





- Designate a special place for manual search tools related to documents, and also in the computer.

### Scope

This guide targets all those working for the association, especially the heads of departments or administrations of the association, executive officials, and the Secretary of the Board of Directors, as they are responsible for applying and monitoring the implementation of this policy.

### Document Management

The association must retain all documents in an administrative center at the association's headquarters, including:

- The association's basic regulations and any other statutory regulations.
- The membership and subscription record of the general assembly, showing data of all founding members or others and the date of their joining.
- The membership record of the board of directors, showing the start date of each member's membership and how it was acquired (election/acclamation), and the end date and reason.
- General assembly meeting records.
- Board of directors meeting records and decisions.
- Financial and banking records and inventories.
- Property and asset records.
- Files for all invoices and receipts.
- Correspondence and letters records.
- Visit records.

These records should comply as much as possible with any forms issued by the Ministry of Human Resources and Social Development.

They must be stamped and numbered before preservation, and the board of directors shall designate the responsible person for this.





## Document Retention Rules

- The association must specify a retention period for all its documents, which may be divided into the following categories:
  1. Permanent retention.
  2. Retention for 4 years.
  3. Retention for 10 years.
- A list must be prepared to indicate the type of records in each section.
- An electronic copy of each file or document must be retained to protect the files from damage due to unforeseen events like fires, hurricanes, floods, etc., and to save space and speed up data retrieval.
- Electronic copies should be stored securely, such as on hard or cloud servers.
- The association should establish a regulation for handling documents, including requesting and returning files from the archive, and other related matters.
- Documents must be organized to facilitate easy access and to prevent loss, theft, or damage.
- Original documents of permanent preservation are stored in special files and given necessary protection from damage.
- Originals are arranged, fixed, and stored in their files without the need for punching their edges or any action that may damage parts of them.
- Files containing originals are stored in fireproof safes and placed in secure locations.
- These originals are reproduced using the latest preservation methods resistant to damage.
- The original copies and additional copies are stored in different suitable locations ensuring security and safety.
- The committee prepares the necessary lists and records to carry out its preservation tasks.
- The committee presents to the board of directors any matters not included in the destruction policy for appropriate decision-making.





### Subject File Preservation Rules

- Open a file for each subject according to the classification guide.
- Protect papers inside the file with reinforced cards under and above the transactions.
- Set a standard size for punching papers.
- Transactions are punched in a way that ensures the preservation of all papers and their contents.
- Punching is done on the right side of the document in the designated margin.
- Transactions are arranged in the file chronologically by the dates and numbers of outgoing and incoming records, with the oldest at the bottom.
- The number of documents in the file should not exceed a reasonable amount, and the file closure date is marked on the spine with the date of the last saved transaction.
- Only transactions with concluded subjects are stored in the file.
- Each file or each part of the file, if the file consists of several parts, must have a content index.
- Transactions inside the file are numbered the same as in the file index, and the number is placed in a designated location that does not affect the document's appearance and is clearly visible.
- A guide for determining file locations should be set, specifying the storage place of each file (cabinet number, shelf).
- Files and their contents must be protected from anything that might cause damage.
- Temporary preservation documents older than twenty years should be photographed and linked to the computer.
- Additional copies of the photographs are made and stored in different suitable locations ensuring security and safety.





### Employee File Preservation Rules

- A file is opened for each employee according to the employee file classification rules.
- The employee file number is marked on the file and the documents stored inside.
- The file is registered when opened in the manually and electronically opened files register.
- The employee file is divided internally into several sections according to the different subjects stored inside, with each subject having a divider labeled with the subject name.
- Employee files are arranged in numerical order and placed in special drawers.
- Each drawer is labeled with the first and last file numbers contained in it.
- Transactions are only stored in the file after confirming the completion of the administrative and technical procedures preceding the storage.

### Document Destruction

- The association must determine the method of disposing of documents after their retention period ends and designate the person responsible for this.
- A memo detailing the documents to be disposed of after their retention period ends must be issued, signed by the executive official and the board of directors.
- After reviewing and approving the destruction, a committee is formed to safely and environmentally dispose of the documents, ensuring complete destruction.
- The supervising committee prepares an official record and keeps it in the archive, with copies for the concerned officials.

### Destruction Procedures

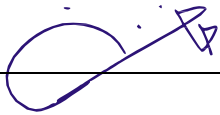

- The destruction committee consists of the Vice Chairman of the Board, the Secretary-General of the association, and the Head of the Financial and Accounting Department, excluding the Technical Support and Inventory Department.
- The committee inspects the documents two months before the end of the fiscal year and identifies those whose retention period ends.
- The committee prepares data for each type of document whose retention period has expired, considering historical and numerical arrangement.





- The committee reviews the prepared data to ensure it is complete, confirms the retention period has expired, matches data, and fills out the necessary destruction record.
- The committee prints two copies of the data and records of the documents to be destroyed and signs them.
- The committee retains the data and destruction records permanently and reproduces them using modern techniques.
- Documents with expired retention periods are shredded under the direct supervision of the destruction committee.
- The committee coordinates to schedule destruction dates within two months of the start of the new fiscal year.
- The destruction committee meets at the location of the documents, and the destruction process takes place according to the program determined by the workload.
- Documents with expired retention periods are destroyed upon issuing the retention period lists, with the committee extracting permanently preserved documents from attachments.
- The committee prepares the necessary lists and records to carry out its destruction tasks.
- The committee presents to the board of directors any matters not included in the destruction policy for appropriate decision-making.

### Governance Committee Approval

Signature	Name	
	Eng. Khaled Abdulmohsen Al-Bata	1
	Mr. Saud Mohammed Abdulrahman Al-Nasser	2

