

## **DOCUMENT RETENTION POLICY.**

Document retention policies outline the length of time for which our organization will keep certain documents and records, either in hard copy or electronic form. The policies serve as guidelines for staff members indicating which documents to discard and which to save. Such policies ensure compliance with federal laws and prevent accidental or innocent destruction of records.

The **purpose** of this policy is to ensure that The Institute manages data in an efficient and effective manner, maintains records related to its financial and administrative operations.

Document retention policies are beneficial in many ways. Most importantly, adopting such a policy ensures that our organization is in compliance with federal laws. In particular, nonprofits must maintain certain records to ensure compliance with tax laws.

From time to time our Institute establishes retention policies for specific categories of records in order to ensure legal compliance and also to accomplish other objectives such as preserving intellectual property and cost managements.

Some of the documents that bear special considerations are identified.

1. Institute Infrastructure Records.
2. TAX Records.
3. Employees Records/Personnel Records.
4. Students Admission Ledger.
5. Students Examination Applications.

Some of the Records are maintained electronically and some with Paper Document. Some of them are retained as Memorandum, as an e-mail and A Hard Copy.

### **Steps adapted in creating Institute Document Retention policy.**

1. The first step is to decide how we have to address electronic documents.
2. Make a list of all of your documents.