Policy and Procedure

European College of Polytechnics

EUROPEAN
COLLEGE OF
POLYTECHNICS

SKILL FOR PURPOSEFUL LIFE

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Documentation Retention Policy

I. Introduction

(1) The European College of Polytechnics (ECP) recognises the importance of maintaining accurate and accessible records for ensuring accountability, supporting institutional memory, and complying with legal and regulatory requirements. This policy outlines the guidelines for the certification of documents and the retention of essential records within the institution and shall be read along with other relevant policies (e.g., the data protection policy).

II. Purpose

(2) The purpose of this policy is to ensure that all critical documents are appropriately certified, managed, and retained to provide historical reference and support the operational integrity of ECP.

III. Scope

(3) This policy applies to all departments and units within ECP, affecting all types of records, including electronic and paper documents related to academic, administrative, financial, and personnel matters.

IV. Policy Guidelines

Certification of Documents

(4) All official documents requiring certification must be signed by the authorised officer designated by the ECP. This ensures that documents are verified for accuracy and legitimacy. Certification stamps or electronic signatures are used as per the requirements of the document type and in accordance with legal standards.

Documentation and Record Creation

(5) Staff must ensure that all records created are accurate, complete, and reflect the transactions or situations they report. Documents should be prepared in a manner that ensures they are clear and understandable to an independent third party.

Retention Periods

(6) Documents are retained according to the timelines specified by applicable laws and ECP's operational requirements. Academic records, such as student transcripts and course syllabi, are retained indefinitely.

Storage and Security

(7) Electronic records are stored on secure servers, with access restricted to authorised personnel only. Physical documents are stored in a secure environment that protects them from damage, deterioration, or loss.

Access and Confidentiality

(8) Access to records is limited to individuals who require them for legitimate academic or operational purposes. Confidentiality protocols are strictly enforced to protect the privacy of individuals and the integrity of sensitive information.

Disposal of Documents

(9) Documents that have reached the end of their retention period are disposed of in a manner that protects sensitive information from unauthorised access. Shredding and secure electronic deletion are methods commonly employed for the disposal of confidential documents.

Audit and Compliance

(10) Regular audits are conducted to ensure compliance with this policy and to identify any areas for improvement in the document management and retention processes. Staff are trained on the importance of document management and retention and are informed of any changes to the policy.

V. Review of the Policy

(11) This policy is reviewed annually to ensure it remains compliant with legal requirements and meets the operational needs of ECP. This policy must be read in conjunction with all other relevant policies of ECP.