KHANDOLI INSTITUTE OF TECHNOLOGY, GIRIDIH (Jharkhand)

DOCUMENT RETENTION POLICY

1) PURPOSE

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that the records that are no longer needed by Khandoli Institute of Technology (KIT) or are of no value are discarded at the proper time. This policy is also for the purpose of aiding employees of KIT in understanding their obligations in retaining physical documents and electronic documents including e-mail, web files, text files, PDF documents, and all Microsoft office or other formatted files.

2) POLICY

This policy represents the KIT's policy regarding the retention and disposal of physical records/documents and the retention and disposal of electronic documents.

3) ADMINISTRATION

In the KIT's archive this Document Retention Policy is documented and preserved as an Official File for further perusal or reference. In that Official File Appendix-A contains a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records/documents of KIT and the retention and disposal of electronic documents. The Officer in charge of the administration of this policy and the implementation of processes and procedures ensures that the Record Retention Schedule is followed. The Officer in charge is also authorized to make modifications to the Record Retention Schedule from time to time as directed by the Board of Management.

4) SUSPENSION OF RECORD/DOCUMENT DISPOSAL IN EVENT OF LITIGATION OR CLAIMS

In the event KIT is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning KIT or the commencement of any litigation against or concerning KIT, such employee shall inform the Officer in charge and any further disposal of documents shall be suspended until such time. The Officer in charge shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

5) APPLICABILITY

This policy applies to all physical records generated in the course of KIT's operation, including both original documents and reproductions. It also applies to the electronic documents described ahead.

ELECTRONIC DOCUMENTS -

Electronic Mail: Not all email needs to be retained, depending on the subject matter.

- All e-mail—from internal or external sources must be deleted after 12 months.

- Staff will strive to keep all but there will be an insignificant minority of their email related to business issues.

- KIT will archive e-mail for six months after the staff has deleted it, after which the e-mail will be permanently deleted.

- All KIT's business-related emails should be downloaded to a service centre or user directory on the server.

- Staff will not store or transfer KIT-related e-mails on non-work-related computers except as necessary or appropriate for KIT purposes.

- Staff will take care not to send confidential/proprietary KIT information to outside sources.

- Any e-mail that the staff deems vital to the performance of their job should be copied to the staff's D: drive folder, and printed and stored in the employee's workspace.

Software based Electronic Documents: including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.

PDF documents – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is 6 years. PDF files that the employee deems vital to the performance of his or her job should be printed and stored in the employee's workspace. Text/formatted files - Staff will conduct annual reviews of all text/formatted files

(e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five years, all text files will be deleted from the network and the staff's desktop/laptop. Text/formatted files that the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.

Web Page Files: Internet Cookies -

All workstations: Internet Explorer should be scheduled to delete internet cookies once per month.

KIT does not automatically delete electronic files beyond the dates specified in this policy. It is the responsibility of all staff to adhere to the guidelines specified in this policy.

NOTE - This policy was approved by the Board of Management of KIT and amendments to this policy as required from time to time is solely subject to the Board of Management.