



## **IALA Record Retention Policy**

### **1. Policy Statement**

The International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) shall retain in a controlled, secure and efficient manner all relevant and necessary records for the purposes of discharging its duties and obligations and minimising its exposure to undue risk.

IALA shall also retain records of key elements of its history.

Records shall be kept in accordance with statutory requirements. Records shall be stored electronically wherever possible.

Records shall be organised and used so as to minimise or avoid any adverse impact on the environment.

### **2. Scope**

This Policy applies to all IALA employees, contractors and others retaining records on behalf of IALA without exception.

### **3. Distribution**

IALA Secretariat procedures.

## Records Policy

### Annex 1

#### 1. Responsibility

- 1.1 The Secretary-General shall have overall responsibility for the retention of records.
- 1.2 All employees of IALA should be aware of, and adhere, to this Policy and the Data Protection Policy.

#### 2. Record Systems

Records systems shall be organised and used in such a way so as to:

- facilitate ease of access as necessary and provide the means to archive material and dispose of obsolete records;
- ensure the correct levels of security to prevent unauthorized access, fraud and unwanted destruction;
- avoid duplication and reduce physical storage space requirements;
- protect sensitive and confidential records by providing suitable storage conditions and reducing handling requirements;
- enable appropriate documents to be communicated in a suitable form internally and externally, using a paperless medium wherever possible.
- be stored in central IT systems rather than on local PC/laptop storage so as to facilitate central back-up.

#### 3. Retention Periods of Administrative Documents

The Secretary-General shall prescribe retention periods, which shall be no less than those prescribed by law. In addition:

- financial and tax records shall be kept for a minimum period of 10 years;
- invoices shall be stored in accordance with French tax law (*CGI – Code général des impôts*), which states that paper records must be kept on the French Territory in an easily accessible place and digital records must be kept either on the French Territory, in a Member State of the European Union or a country party to a convention establishing mutual assistance in tax recovery<sup>1</sup>;
- documents providing proof of ownership or rights to any asset (real property or otherwise) and those of historical value (including historic drawings), shall be kept indefinitely or 30 years after the real property has been sold;
- staff records shall, subject to the provisions of the law No. 78-17 of 6 January 1978, be kept by the Secretary General for the period prescribed by the relevant laws. Employment contracts, documents pertaining to the termination of an employment contract, health check reports and work risk audits shall be kept indefinitely;
- at least one signed paper copy of the General Assembly report, in both English and French languages, shall be kept indefinitely; any key reports and papers associated with the General Assembly, which may be retained on paper or electronically, should be kept indefinitely;
- ballots and tally sheets relating to the Council election shall be kept until the next Council election;

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<sup>1</sup> List available in *Arrêté du 15 mai 2013 fixant la liste des pays non membres de l'Union européenne avec lesquels la France dispose d'un instrument juridique relatif à l'assistance mutuelle ayant une portée similaire à celle prévue par la directive 2010/24/UE du Conseil du 16 mars 2010 et par le règlement n° 904/2010 du Conseil du 7 octobre 2010*

- ballots and tally sheets relating to other voting shall be kept until the close of the next General Assembly;
- at least one signed paper copy of the Council reports shall be kept indefinitely; any key reports and papers associated with the Council meeting, which may be retained on paper or electronically, should be kept indefinitely.

#### **4. Retention Periods of Technical Documents**

Technical documents shall be retained as long as is required by IALA to meet its objectives, or indefinitely should they have an historical value.

- Committee meeting reports shall be kept for a minimum period of 10 years;
- Committee input documents shall be kept for a minimum period of 1 year after their consideration by the relevant Committee;
- Committee output documents shall be kept for a minimum period of 1 year after their submission to the appropriate IALA organ;
- Committee working documents shall not be kept after the work has been completed.

#### **4. Retention Periods of Membership Records and Data**

Records and data gathered by IALA on or from its Membership, either of organisational or technical nature shall be kept as long as they are necessary for the work of IALA.

- Membership records shall be scrutinized regularly at intervals of not more than two years to retain important information only;
- Membership data gathered for the production of statistics shall be kept for the period required to produce reliable statistics;
- Membership data gathered from surveys shall be kept for a period of 2 years after the survey report has been issued.