



## **CREDYNOVA SOLUTIONS PRIVATE LIMITED**

*Credible Solution, Sustainable Solution!*

*(Also known as “Credynova”)*

### **Archival Policy**



## Introduction:

Credynova is committed to maintaining accurate and secure records of its operations. This Archival Policy outlines the procedures for the retention, storage, and disposal of records to ensure compliance with legal, regulatory, and operational requirements.

## Purpose:

The purpose of this policy is to establish a structured framework for the management of records, ensuring their integrity, accessibility, and confidentiality throughout their lifecycle.

## Scope:

This policy applies to all employees, contractors, and stakeholders involved in Credynova's operations. It covers all types of records, including but not limited to, project documents, financial records, legal documents, correspondence, and electronic records.

## Record Retention:

Credynova will retain records for the following periods, unless otherwise required by law or regulation:

### *Project Documents:*

Retained for a minimum of 10 years after project completion.

### *Financial Records:*

Retained for a minimum of 10 years.

### *Legal Documents:*

Retained for a minimum of 10 years after the termination of the contract or legal matter.

### *Correspondence:*

Retained for a minimum of 10 years.

### *Electronic Records:*

Retained for the same period as their physical counterparts.

## Record Storage:

Credynova will ensure that records are stored securely and are easily accessible when needed. This includes:

### *Physical Storage:*

Records will be stored in secure, fire-resistant cabinets or storage rooms with controlled access.

### *Electronic Storage*

Electronic records will be stored on secure servers with regular backups and access controls.

## Record Disposal

Credynova will dispose of records that are no longer needed in a secure and environmentally responsible manner. This includes:

### *Physical Records:*

Shredding or incineration of physical records to ensure they cannot be reconstructed.

### *Electronic Records:*

Secure deletion of electronic records to ensure they cannot be recovered.

## Roles and Responsibilities

### *Records Management Officer:*

Responsible for overseeing the implementation of this policy, ensuring compliance with retention schedules, and maintaining documentation.

### *Department Heads:*

Ensure that records within their departments are managed in accordance with this policy.

### *Employees:*

Adhere to the archival policy and report any issues related to record management.

## Internal Controls

Credynova will implement robust internal controls to ensure the effectiveness of the archival process. This includes:

### *Regular Audits:*

Conducting regular internal audits to assess compliance with the archival policy and identify areas for improvement.

### *Performance Metrics:*

Establishing performance metrics to monitor and evaluate the effectiveness of the archival process.

### *Continuous Improvement:*

Implementing a continuous improvement process to enhance the quality and accuracy of record management activities.



## External Controls

Credynova will also engage external controls to ensure the integrity of the archival process. This includes:

### *Third-Party Audits:*

Engaging independent third-party auditors to conduct external audits of the archival process.

### *Compliance Reviews:*

Conducting regular compliance reviews to ensure adherence to legal and regulatory requirements.

### *Stakeholder Feedback:*

Gathering feedback from stakeholders to identify areas for improvement and ensure transparency.

## Confidentiality and Security

Credynova is committed to maintaining the confidentiality and security of all records. This includes:

### *Access Controls:*

Implementing access controls to ensure that only authorized personnel can access records.

### *Data Encryption:*

Using data encryption to protect electronic records from unauthorized access.

### *Confidential Handling:*

Ensuring that all records are handled confidentially and information is only shared on a need-to-know basis.

## Reporting Violations

Credynova encourages employees, contractors, and stakeholders to report any violations of this policy. Reports can be made through the following channels:

### *Anonymous Reporting:*

An anonymous reporting system will be available to ensure confidentiality and protect the identity of the reporter.

### *Direct Reporting:*

Reports can be made directly to the Records Management Officer, HR department, or any member of management.

### *Whistleblower Protection:*

Credynova will protect whistleblowers from retaliation. Any form of retaliation against individuals who report violations in good faith will not be tolerated.

## Consequences for Policy Violations

Credynova takes violations of this policy seriously. Consequences for policy violations may include, but are not limited to:

### *Verbal or Written Warnings:*

Issued for minor infractions or first-time offenses.

### *Mandatory Training:*

Required participation in additional training sessions focused on record management and compliance.

### *Suspension:*

Temporary suspension from duties for more serious or repeated violations.

### *Termination:*

Dismissal from employment for severe or repeated breaches of the policy.

### *Legal Action:*

In cases where violations also breach legal standards, appropriate legal action will be taken.

## Monitoring and Review

Credynova will regularly monitor and review its archival processes to ensure compliance with this policy. This includes internal audits, feedback from stakeholders, and periodic reviews by the Records Management Officer.

## Conclusion

Credynova is dedicated to maintaining the highest standards of record management in all our operations. By adhering to this policy, we aim to ensure the integrity, accessibility, and confidentiality of our records, thereby fostering trust and credibility among our clients and stakeholders.