



PROMASIDOR
Quality Food Products



Data Archiving System: PNG Document Retention Policy

Status	Final
Version	1
Issue Date	04 April, 2019
Owner	Promasidor Nigeria Limited



Reviewed and Approved

Name	Approving Authorities	Date & Signature
Andrew Enahoro	Head, Public Relations & Legal	<i>[Signature]</i> 11/4/2019
Anders Einarsson	Managing Director	<i>[Signature]</i> 11/4/2019

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Head, Public Relations
Promasidor Nig. Ltd.

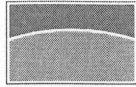
ANDERS EINARSSON
Chief Executive Officer
Promasidor Nig. Ltd.

Distribution List

Name	Role
Promasidor Nigeria	All staff

Change History

Date	Version	Status	Author & Contributors
04 April 2019	1	Final	Sandra Adevokhai



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Quality Food Products



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1. OBJECTIVE

To improve the storage and accessibility of Critical Records and Documents.
To standardize storage location (Physical and Cloud-based) and methods across PNG.

2. STORAGE OF CRITICAL RECORDS

Critical records must be appropriately stored as defined below:

Physical Archive

A centralized physical room dedicated to the storage of all physical documents. The archive shall be shared by multiple functions/ departments.

The physical archive location must be well secured using a combination of manual and electronic locks.

An Archiving officer will man and be responsible for managing access to this location and for managing the documents stored within same.

The Archiving officer shall also be responsible for managing receipt, storage, retrieval and returns of physically archived documents.

Physical Filing location (Near Desk Storage / Office Room)

A physical document storage location can be a box/shelf, cupboard or drawers maintained per department.

The Physical Filing location (*shelves/boxes maintained within each department*) shall be secured using combination locks. These shelves/boxes shall be fire-proof.

All critical physical records should be maintained in the same physical filing location as this considerably reduces the information security risks.

A departmental representative shall be assigned as responsible for the department's physical filing location.



Electronic Filing Location

An electronic document storage location e.g. SharePoint site or other electronic document management system.

All physically archived documents shall be stored electronically.

The electronic filing location shall be backed up in alignment with PNG's Data backup policy.

Access to the electronic archives shall be guided by an access right matrix approved by departmental heads.

3. RETENTION OF RECORDS

It is the responsibility of the Record Owner (typically departmental heads) to ensure that once a record reaches the end of its retention period, it is destroyed in accordance with the site disposal process defined below. This applies to electronic records and paper documents.

It is the responsibility of the Department Head to regularly audit departments' records to ensure the retention policies are being adhered to.

It is recommended that Department Heads build specific dates into their department calendars dedicated to records management and information disposal, to ensure appropriate levels of attention to these tasks.

In the case of "Legal Hold Order", the record should be preserved even though it has reached the expiration date.

What is being archived:

- **Original** copies of transactional documents for respective departments going back to year X, where "X" is the furthest year on the document retention policy.

How is it being archived:

- Documents get scanned in .PDF format & are Searchable using pre-defined tags.
- These get scanned to the Document Library on SharePoint.
- Scanned documents are routed to their respective folders accordingly based on folder hierarchy/structures.
- Files are checked randomly by the Data Capturer to ensure fidelity.
- Only the Archiving/SharePoint Administrators has access to view & modify the folder structures.



4. DISPOSAL OF RECORDS

The following defines the processes for the destruction of Restricted/Strictly Confidential and Data Privacy Relevant Records:

Record Type	Process	Responsible
Electronic record (stored on SharePoint archiving site)	Record is permanently deleted from SharePoint.	ICT/ Archiving Officer/ Record owner
Paper record strictly confidential	Shredded with shredder machine DIN level 5 (Particles 0.8x13 mm or smaller or maximum surface of 10 mm ²) or Grinded and comply with DIN Level 4 (Particles 2x15 mm or smaller or maximum surface of 30 mm ²)	Record Owner
Paper record confidential	Shredded with shredder machine DIN level 3 (Strips 2 mm or smaller or maximum surface of 594 mm ²) or Grinded and comply with DIN Level 3 (Particles 4x80 mm or smaller or maximum surface of 320 mm ²)	Record Owner

The following defines the specific local processes for the destruction of non-classified information:

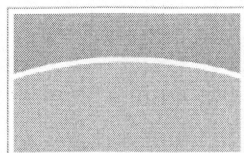
Record Type	Process	Responsible
Electronic record (stored on SharePoint archiving site)	Degaussed Reformatted	IT
Paper Record	Disposed of responsibly	Record Owner

5. Prescribed document retention periods:

As a standard, and in alignment with legal requirements, the minimum retention period for all documents to be archived is defined below:

- Paper record: 6years
- Electronic record: 9years

Specific Document Retention Periods (for Paper records) is as indicated in Appendix A.



PROMASIDOR
Quality Food Products



PNG Document Retention Policy
Appendix A

April 2019

MD's Office

S/N	Document Type	Retention Period
1	SLA (Finchglow)	6 years
2	SLA (Royal Advantage Limited)	6 years
3	SLA (JARDAV Logistics Services Limited)	6 years
4	Policy (Flight Booking Guidelines)	6 years
5	Expatriate Contracts	6 years
6	SLA beach house	6 years
7	EXCO personnel files	6 years
8	Ajinomoto commercial agreements	6 years

ANDERS EINARSSON
 Chief Executive Officer
 Promasidor Nig. Ltd.

Human Resources & Admin

S/N	Document Type	Retention Period
1	HR Invoice	6 years
2	Admin Invoice	6 years
3	HR SLA	6 years
4	Admin SLA	6 years
5	Immigration Documents	Indefinitely
6	Union Agreements	Indefinitely
7	Ex- Employee files	Indefinitely

UWA MICHAEL-OKAFOR
 Head, Human Resources
 Promasidor Nig. Ltd.

ICT

S/N	Document Type	Retention Period
1	SLAs and Agreements (ISPs, TD, NAV, Airtime/SMS Vending)	6 years
2	Asset Movement	6 years
3	Asset verification	6 years
4	Purchase Delivery Note	6 years
5	ICT Policies, Procedures and Processes	Indefinitely

OLUMIDE BELLO
 Head, ICT Dept.
 Promasidor Nig. Ltd.

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Head Human Resources
GWA MICHAEL O'NEILL
11/11/11

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11/11/11

Internal Audit

Bamidele Sisa Olanrewaju
 Manager-Internal Audit
 Promasidor Nig. Ltd.

S/N	Document Type	Retention Period
1	Internal audit final reports	7 years

BJS
 23/4/19

Public Relations and Legal

S/N	Document Type	Retention Period
1	Event Albums	Indefinitely
2	In-house Magazine	Indefinitely
3	Policies	6 years
4	Artworks (E-greetings & Calendars)	Indefinitely
5	Products Certificates (NAFDAC & MANCAP)	Indefinitely
6	Federal Ministries Certificates (Fire, Weight & Measures etc)	6 Years
7	Chemical Permit	6 Years
8	Products Trade Marks	Indefinite
9	Notifications	6 years
10	Agreements- Commercial	7 years
11	Lease Agreements	6 Years
12	Original Certificates- Cert. of Incorporation Land title Documents- Deeds of Assignment	6 Years
13	Service Level Agreements	6 Years
14	Insurance Policies	6 years

AE
 Andrew Enahoro
 Head, Legal/Public Relations
 Promasidor Nig. Ltd.

23/4/2019.

Finance

S/N	Document Type	Retention Period
1	Bank Acknowledgment letters	7 years
2	Bank Correspondences	7 years
3	Trade Documents	7 years
4	Yearly bank statement of accounts	7 years
5	Cheque facility letters	7 years
6	Bank charges correspondences	7 years
7	Other Correspondences	7 years
8	Correspondence - Tax authorities	8 years
9	Forms and Certificates	8 years
10	PAYE Remittance and schedule	8 years
11	VAT Remittance and schedule	8 years
12	WHT Remittance and schedule	8 years
13	Purchase Ledger Review	8 years
14	Transfer Pricing documents	8 years
15	Tax Materials	8 years
16	Correspondence - Others	8 years
17	Fixed asset acquisition documents	7 years
18	Insurance claim	7 years
19	Fixed Asset correspondence	7 years
20	Receivable correspondence	7 years
21	Loan Agreements	7 years
22	Harmonised Credit Offer letters	7 years
23	Harmonised Credit Undated cheques	7 years
24	Customer KYC	7 years
25	Customer Account Statements	7 years
26	Journals	7 years
27	Purchase Invoice	7 years
28	Correspondence	7 years
29	Purchase Credit Memo	7 years
30	Float Agreements	7 years
31	Vendor KYC	7 years
32	Vendor Account Statements	7 years

PER NOHR KRISTENSEN
 Finance Director
 Promanitor PNG Ltd.
 23. 4. 2019


Finance

S/N	Document Type	Retention Period
33	Sales order, invoice and Delivery note	6 years
34	Physical stock count documents	6 years
35	Delivery Anomaly report documents	6 years
36	Related document for miscellaneous customers eg LAWMA certificate	6 years


PER NOHR KRISTENSEN
Finance Director
Promasidor Nig. Ltd
23-7-2019

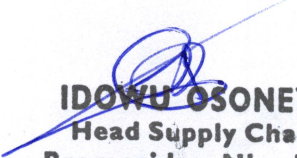
Supply Chain Logistics

S/N	Document Type	Retention Period
1	Tender Analysis	10 years
2	Age stock Analysis	6 years
3	AGENT PROPOSALS	6 years
4	ASYCUDA/ASSESSMENT NOTICE	6 years
5	BANK LODGEMENT	7 years
6	BANK TELLERS	7 years
7	CHEQUES FILE	7 years
8	CLEARING AGENT SLA (Signed-off once)	6 years
9	CREDIT NOTE	7 years
10	CUSTOMER COMPLAINT REPORT	7 years
11	Customers' Returned/Faulty Stock File	7 years
12	Daily Activity Report	6 years
13	DAILY COUNTER BOOK FILE	7 years
14	DAILY STOCK COUNT FILE	7 years
15	Daily Stock Position Report	6 years
16	DAR for NAFDAC samples	6 years
17	DAR form for correction of error/depreciation and appreciation of manually used items	6 years
18	DUTY PAYMENT RECEIPT	6 years
19	Evap Cube Evac. File	7 years
20	EXCHANGE CONTROL DOCUMENT (ECD)	6 years
21	Export File	10 years
22	Foreign PFI	10 years
23	Goods Receipt Note (POR from foreign supplier)	6 years
24	Goods Receipt Note (POR from local supplier)	6 years
25	Import File	10 years
26	INVENTORY REPORT	7 years
27	ISO Checklist/Document	6 years
28	Iso-Audit File	10 years
29	Market Survey Report	7 years
30	Monthly Stock Count File	10 years
31	Monthly Stock Count Report	6 years
32	Newly Register Supplier	7 years


IDOWU OSONEYE
 Head Supply Chain
 Promasidor Nig. Ltd.

Supply Chain Logistics

S/N	Document Type	Retention Period
33	Onga Cube Evac File	7 years
34	Pallets Management Report	6 years
35	PAYMENT INVOICES (1) - Clearing Agents	6 years
36	PAYMENT INVOICES (2) - Transporter	6 years
37	POD	6 years
38	PRE-ARRIVAL ASSESSMENT REPORT	6 years
39	Production Evac Dry Fac. File	7 years
40	Promotional Item File	12 years
41	Purchase Order	7 years
42	Quarterly meeting minutes	6 years
43	Rawmaterial Stock Recieve	7 years
44	RETURNED CHEQUES FILES	7 years
45	Returned Faulty Stock File	6 years
46	Sales Order/Delivery note miscelaneous/Animal feeds	6 years
47	SAMPLE STOCK FILE	7 years
48	Shipment /Delivery Note file	7 years
49	SHIPPING / TERMINAL CHARGE INVOICES	6 years
50	SHIPPING DOCUMENTS	6 years
51	SLA	6 years
52	Stock Monitor Sheet File	10 years
53	Stock Receipt from Production	6 years
54	Stock Return to Supplier	6 years
55	Stock Transfer to FGWH	6 years
56	Stock Transfer to Production	6 years
57	Supplier Registrartion Form	7 years
58	Suppliers' Contract	10 years
59	Transfer Note (received)	7 years
60	Transfer Note to Reval File	7 years
61	Transport schedule	6 years
62	Transporter rate	6 Years
63	Transporters evaluation	6 years
64	Warehouse Loading/Unloading Activity Sheet	6 years
65	Waybills	10 years


IDOWU OSONEYE
 Head Supply Chain
 Promasidor Nig. Ltd.

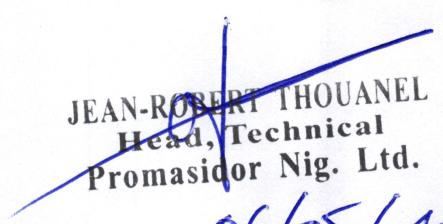
Commercial

S/N	Document Type	Retention Period
1	Proof of Delivery	6 years
2	Merchandisers bio data form	6 years
3	Trading Terms	6 years
4	Returns/claims document	6 years
5	Account opening	6 years
6	Return Stock Policy	6 years
7	Credit Application document	6 years
8	Other documents	6 years
9	Distributor Claims	6 years
10	TRADE PROMO LETTERS	6 years
11	PRICE LIST LETTERS	6 years
12	QUARTERLY INCENTIVE LETTERS	6 years
13	SPECIAL TRADE DEAL LETTER TO CUSTOMERS	6 years
14	TRADE PROMO CLAIMS LETTER	6 years
15	SLA	6 years
16	Letters for Sponsorships	6 years
17	Media Plans	6 years
18	Nielsen RMS	6 years
19	Pricing Reports	6 years
20	Nielsen BHT	6 years
21	Brand Presentations	6 Years
22	Media Reports	6 Years
23	Creative Materials	6 Years
24	Event Photos & Video	6 Years
25	Social Media Folder	6 Years
26	NPD & Research	6 Years
27	Kantar Reports	6 Years
28	POS Designs	6 Years
29	Distributors Contracts (Primary and Secondary Agreement)	6 Years
30	Daily Sales Activity Repot (Order Form)	6 Years
31	Outlet Call Cards	6 years

MARIO RUSSO
Head, Commercial
Promasidor Nig. Ltd.

Technical

S/N	Document Type	Retention Period
1	External Laboratory Analysis Report	6 years
2	Certificate of Analysis Raw Materials & Ingredients Hard Copies	Expiration
3	Certificate of Analysis Raw Materials & Ingredients-Soft Copies	Raw Material Expiration
4	Gate pass booklet	6 years
5	Goods Delivery Note Booklet	6 years
6	Fuel Requisition Control Voucher	6 years
7	Store Requisition booklet	6 years
8	Vehicle Log Book	6 years
9	PQRS	6 years
10	NAV RECONCILIATION	6 years
11	STOCK TAKING	6 years
12	ALL FACTORY REPORT	6 years
13	RECONCILIATION	6 years
14	APPRAISAL	6 years
15	ATTENDANCE	6 years
16	STAFF ISSUES	6 years
17	SHIFT ALLOWANCE AND OVERTIME	6 years
18	PRODUCTION EVACUATION	6 years
19	ISO 22000 & FOOD SAFETY	6 years
20	Sieve monitoring report	6 years
21	PRODUCTION SHIFT REPORT	6 years
22	SIEVE AND MAGNET MONITORING FORM	6 years
23	Certificate of Analysis	6 years


JEAN-ROBERT THOUANEL
 Head, Technical
 Promasidor Nig. Ltd.

06/05/14