Record Retention and Destruction Policy for Tri Cities Produce Inc. (old job site)

**1. Purpose:** The purpose of this policy is to establish clear guidelines for the retention and destruction of records at Tri Cities Produce Inc., ensuring compliance with agricultural regulations, food safety standards, and efficient business operations.

**2. Scope:** This policy applies to all records generated, received, and maintained by Tri Cities Produce Inc., including but not limited to the following categories:

**Operational Records:**

Harvest and yield reports

Pest control and treatment logs

Soil and irrigation records

Packaging and shipping documentation

**Quality Assurance Records:**

Quality control inspection reports

Lab testing results for pesticides and contaminants

Compliance with organic certification standards

**Supply Chain and Inventory Records:**

Supplier contracts and agreements

Inventory tracking for seed potatoes and fertilizers

Distribution and transportation records

**Health and Safety Records:**

Employee training records for handling chemicals

Safety inspection reports for machinery and facilities

Incident reports related to accidents or contamination events

**3. Record Retention Periods:**

Specify retention periods for each record category based on industry standards and legal requirements.

Example: Harvest and yield reports - 5 years, Quality control inspection reports - 3 years, Employee training records - 7 years.

**4. Record Storage:**

Physical records should be stored in a secure, climate-controlled environment to prevent deterioration.

Electronic records must be stored on secure servers with access restricted to authorized personnel.

**5. Destruction Procedures:**

Clearly define the process for the destruction of records, including secure shredding for physical documents and secure deletion for electronic records.

Designate responsible personnel for initiating and overseeing the destruction process.

**6. Legal and Regulatory Compliance:**

Stay informed about agricultural regulations, food safety standards, and any changes in compliance requirements.

Regularly update the policy to reflect the latest regulatory developments.

**7. Review and Revision:**

Schedule annual reviews of the policy to ensure alignment with changing business processes and regulations.

Revise the policy promptly in response to any modifications in industry standards or legal requirements.

**8. Training and Awareness:**

Conduct regular training sessions for employees involved in record management to ensure understanding of the policy and its importance.

Foster a culture of awareness regarding the implications of improper record management on agricultural and food safety practices.

**9. Enforcement:**

Clearly outline the consequences of non-compliance with the Record Retention and Destruction Policy, emphasizing the importance of adherence to maintain regulatory compliance and business integrity.