

Section 2 outcomes

These are the regulatory requirements that we need to adhere to:

For each, list the country it applies to, and the type of record – e.g. personal data, medical records, financial records. If there is anyone in your organisation responsible for information governance or similar, talk to them about this. You can fill out the table below to help record this:

[illegible]

We will permanently keep records that are evidence of (tick all that apply and add more at the end if required):

How our organisation operated

Policies, processes, procedures

Agreements (memoranda of understanding, service level agreements) with key partners (including governments and donors)

Discussions and debates about our work

Meeting minutes, emails, notes of important conversations

The impact of our work

Data gathered on aid provided/the effect it had

Photographic/video evidence of your work.

Successes, failures, and issues encountered during our work

Reports, either internally or externally published

How our work is publicised and communicated to different audiences

Internal communications – newsletters, internal updates, situation reports

External communications – newspaper and journal articles, press and conference statements

We will dispose of the following records once they are no longer in active use (tick all which apply and add more at the end if required):

Personal records:

Messages about personal or social matters

Employees' personal information kept on work computers (e.g. employees' own copies of their payslips)

Evidence of general administration activities, which doesn't demonstrate anything specific about our organisation:

Expense claims

Documentation of IT problems and solutions

This is how this will apply to each section/department of the organisation:

To be filled out by the head(s)/leader(s) of each department, in consultation with you and your key stakeholders. If you can, add in specific names of folders that people regularly use, so it is easy to follow

Folders/document groups we will archive permanently (e.g. situation reports)	Folders/document groups we will keep for a set amount of time before disposing of them (state retention period: e.g. medical records, 70 years)	Folders/document groups we will dispose of once they are no longer in use (e.g. expense receipts)	Communications we will archive permanently (if applicable: e.g. full team WhatsApp chat, head of mission email account)

Approval of KS for the above:

Names, roles and date agreed