

### 5.3 Record Retention 重要知识点

5.3.1 必须保留得出投资结论和投资操作的所有研究记录，这些记录是公司的财产：

- 如果当地没有明确的规定，CFA 协会要求记录必须保留 7 年。
- If applicable law requires 5-year record, 保存 5 年。

5.3.2 Record can be maintained either in hard copy or electronic form;

5.3.3 Records are property of the firm

- Records created in professional activities are the property of the firm. When leaving the firm, cannot take those records, including original or copies of supporting records of his work, to the new employer without express consent of the previous employer.
- Cannot use historical recommendations or research reports created at the previous firm because the supporting documentation is unavailable.
- For future use, must recreate the supporting records at the new firm through public sources, or directly from covered company, and not from memory or sources through previous employer unless with permission.

5.3.4 The responsibility to maintain records that support investment action generally falls with the firm rather than individuals.

- Must archive research notes and other documents, either electronically or in hard copy, that support their current investment-related communications.
- Doing so will assist their firms in complying with requirements for preservation of internal or external records.

5.3.5 New media records:随着科技进步，新的社交媒体对记录保存带来挑战。

- 会员以及候选人需要理解虽然雇主以及当地的监管者会指定针对数字媒体记录保存的政策规定，但是这个规定往往会滞后于新传播途径的诞生。
- 这种滞后要求会员以及候选人自己确保所有的相关信息记录的保存。这些无纸质形式的媒体类型包括但不限于：邮件、短信、博客、Twitter 上的资料。