

PHYSICAL RECORDS DISPOSITION & WITHDRAWALS

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1. SCOPE

This Global Practice Standard (GPS) provides direction on the process of disposing and permanently withdrawing archival records. This Standard is applicable to all Technip Energies (the “Company”) entities that create, maintain and store physical Company records.

The Company has an obligation to retain records for certain periods of time (minimum and/or maximum requirements), and Records and Information Management (RIM) has oversight for how we manage these processes. Each location shall apply this Standard and incorporate this practice into local workstreams in support of standardizing how we manage our physical records and information.

2. REFERENCES

GPS-COR-24029	Information Protection Standard
GPS-COR-24032	Information Management and Records Retention
GPS-COR-24033	Records Retention Schedule
ISO 15489-1:2016	Information and documentation – Records Management

[Technip Energies Standards](#) site.

3. DEFINITIONS

Operating Center Delegate (OD) – Person nominated by Business Owner’s at an operating center to be a liaison to Records and Information Management (RIM) for implementation and deployment of records lifecycle management.

Records and Information Management (RIM) - The field of management responsible for establishing and implementing policies, systems, and procedures to capture, create, access, distribute, use, store, secure, retrieve, and ensure disposition of an organization’s records and information.

Business Owner (BO) - Management level employee who has ownership and responsibility for retention of records generated from their business process(es). Authorizes the destruction and permanent withdrawal of official records under their responsibility that have met the end of their retention lifecycle.

RIM Global Contacts – You can locate your Records and Information Management contact details on our T.ENET page: <https://intranet.technipenergies.com/sites/records-management-site/SitePage/269462/global-contacts>

Note: Abbreviations, Acronyms, and Terms definitions are also available in the Global Glossary.

Access Global BPMS Glossary from [here](#).

4. ORGANIZATION

Responsibility and activity are summarised in the following matrix:

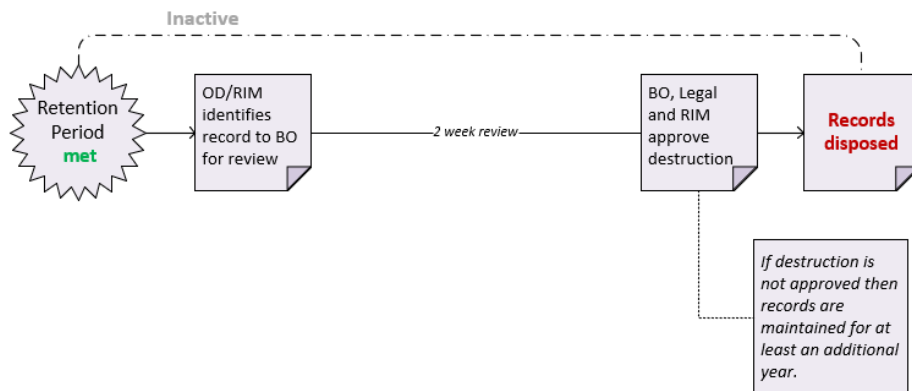
Responsibility Matrix Legend: R = Responsible for performing the action A = Accountable to ensure action happens. Only one A in case of more R C = Consulted during the action I = Informed after the action has completed		Business Owner (BO)	Operating Center Delegate (OD)	Records and Information Management (RIM)	Legal	Information and Digital Services (IDS)
1.	Validate legal holds are not in place	-	-	A, R	C	-
2.	Identify eligible records for disposition	C	R	A, R	-	-

Responsibility Matrix Legend: R = Responsible for performing the action A = Accountable to ensure action happens. Only one A in case of more R C = Consulted during the action I = Informed after the action has completed	Business Owner (BO)	Operating Center Delegate (OD)	Records and Information Management (RIM)	Legal	Information and Digital Services (IDS)
	R	R	A, R	-	-
	R	C	A, R	R	-
	R	C	A, R	R	-
	I	R	A, R	-	-
	I	R	A, R	-	-
	-	R	C	-	A, R

5. PROCEDURE

5.1 RECORDS DESTRUCTION

Records are scheduled for destruction in accordance with the retention time in the **Records Retention Schedule (RRS), GPS-COR-24033**. A record is authorized for destruction by the Business Owner (BO), Legal and Records and Information Management (RIM) during the approval process of the completion of **Records Destruction Form GTF-GPS-COR-24036-1**. This form is retained by RIM.



Annually, either Records and Information Management (RIM) or the Operating Center Delegate (OD) reviews physical records that are scheduled for disposition pursuant to GPS-COR-24033. If records are not under legal hold, then they are identified on **Records Destruction Form GTF-GPS-COR-24036-1** and sent to the Business Owner (BO), RIM and Legal for approval.

The BO or designee, RIM and Legal have two weeks from initial receipt of the Form to review the records and decide if the records are:

- Approved for Destruction.
- Not Approved (business justification required)

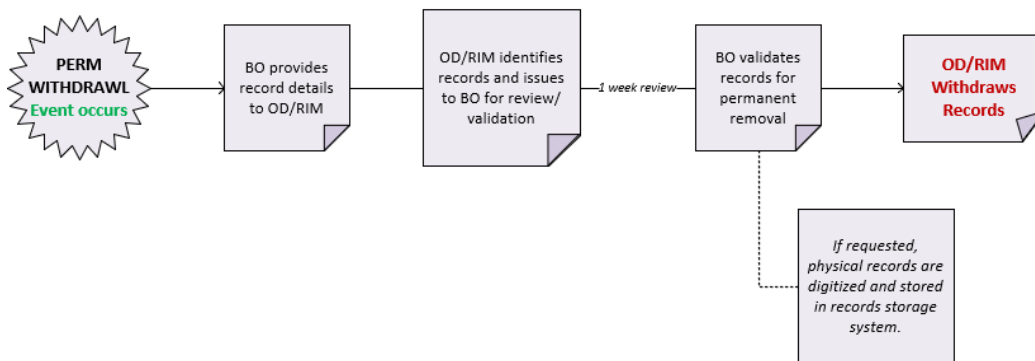
Records approved for destruction are destroyed within 90 days. Records not approved for destruction are retained for one more calendar year. These records will be on the Destruction Form the following year if they are still eligible for destruction at that time.

BOs and OD's will be notified of any major changes in the records retention process and retention events.

5.2 PERMANENT WITHDRAWAL

Records can be permanently withdrawn from a records repository when required for transacting current business. A record can only be permanently withdrawn by RIM, Legal or the BO on the following conditions, and the records cannot currently be under legal hold:

- The records were sent to archival storage prematurely or in error.
- Physical records have been checked out of archival storage for more than a year.
- The Record no longer serves as evidence of an owned asset or a divested entity, and records of it were part of the sale.



Permanently Withdrawing Archival Records

1. Permanent withdrawal event occurs.
2. BO or Legal provides record details to local RIM/OD resource listed on the [Global Contacts](#) T.ENET page or if one cannot be found for your location to Records.Information@technipenergies.com.
3. RIM/OD completes the **Records Withdrawal Form GTF-GPS-COR-24036-2**.
4. Records are approved for permanent withdrawal by Business Owner; in cases of sale or divestiture of asset/entity, Legal shall provide authorization.
 - a. If requested for sale or divestiture events, Legal will advise RIM/OD of physical records to be digitized and stored in approved records system for any future liabilities.
5. RIM/OD permanently withdraws records from records repository.

5.3 RECORDKEEPING

Execution of this Standard will generate the official records of:

1. **Records Destruction Form GTF-GPS-COR-24036-1** (RRS code LGL410) with details on records to be destroyed and the destruction approvals, which is retained in the RIM system for lifecycle management.
2. **Destruction certificate** (RRS code LGL410) will evidence the destruction of the records, which is retained in the RIM system for lifecycle management. The standard naming convention for this record is: DA[#####]-[DEPT NAME or PROJECT NUMBER]-YYYYMMDD.
3. **Records Withdrawal Form GTF-GPS-COR-24036-2** (RRS code LGL410) with details of records to be withdrawn from the records archives and returned to the Business Owner as active records and the transition of custody from RIM to the Business Owner for lifecycle management. The standard naming convention for this record is: GTF-GPS-COR-24036-2-[DEPT NAME or PROJECT NUMBER]-YYYYMMDD and the Excel record is saved in the RIM system. RIM removes the record details from their active record, Master Inventory.

6. APPENDICES AND FORMS

6.1 APPENDICES

Not Applicable

6.2 FORMS

GTF-GPS-COR-24036-01 Records Destruction Form

GTF-GPS-COR-24036-02 Records Withdrawal Form