

ARCHIVING INACTIVE PHYSICAL RECORDS

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1. SCOPE

This Global Practice Standard (GPS) provides direction on the process of applying records retention to and archiving inactive physical records. This Standard is applicable to all Technip Energies (the “Company”) entities that create, maintain and store Company records and information.

The Company has an obligation to retain records for certain periods of time (minimum and/or maximum requirements), and Records and Information (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](#).

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:

	Employee	Business Owner (BO) / OC Delegate (OD)	Records and Information Management (RIM)	Information and Digital Services (IDS)
1. Prepare records for archival	R	A	C	-
2. Assign records retention	R	-	A, R	-
3. Transition records to archival storage	C	R	A	-

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

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Responsibility Matrix Legend:

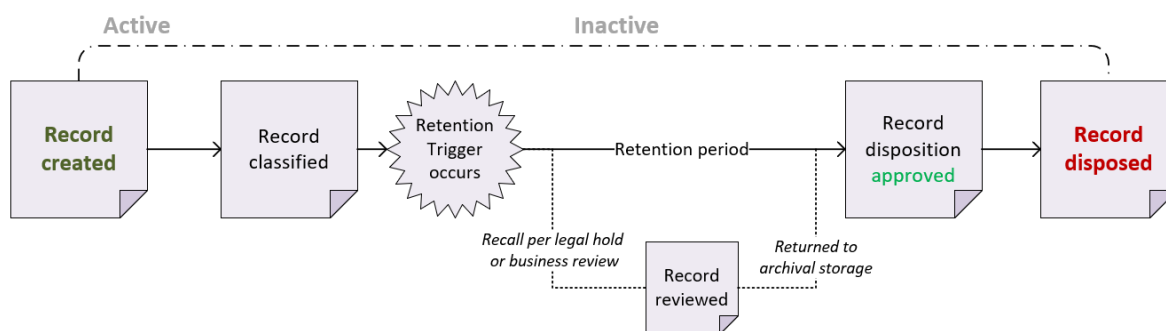
R = Responsible for performing the action
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C = Consulted during the action
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	Employee	Business Owner (BO) / OC Delegate (OD)	Records and Information Management (RIM)	Information and Digital Services (IDS)
4. Maintain records system	-	-	A, R	R
5. Maintain records retention on records repositories	-	I	A, R	-

5. PROCEDURE

5.1 RECORDS LIFECYCLE SUMMARY

Records are evidence of Technip Energies work produced in accordance with our standards and processes. They are retained for various periods of time (beyond their initial use) as per country legal/regulatory requirements and for business continuity. Herein describes how the process is applied to ensure accessibility, business continuity and compliance.



5.2 PROCESS

INACTIVE RECORDS

While business activity is in process, it is a best practice to eliminate any unofficial records when they are no longer needed. Once the retention trigger has occurred on official records, these records are considered inactive and should be archived in accordance with their respective formats for the time designated in **GPS-COR-24033**. Physical records are sent to designated archival storage repositories.

Physical Records Archiving

1. Gather the records within your department or project to be archived
2. Cull out and destroy any remaining unofficial records (copies of originals, working papers, mark-ups, drafts,)
3. Prepare the boxes to be transferred to archival storage
 - a. Keep business functions together
 - b. Keep similar Record types together (project)
 - c. Store documents together that have the same retention period and are within the same period. When filing various date ranges, define the 'Date To' as the age of the newest record.
 - d. Maintain the arrangement of the project or group's filing plan. If none exists arrange the records in a logical order.

- e. Remove files from binders, rubber bands and hanging file folders and place into labeled file folders.
 - f. Based on local requirements either apply a vendor barcode label to each box or use a numbering sequence to identify the records in each box. Place the number in the Barcode Label No. field on the form.
4. Complete **Archival Records Storage Form GTF-GPS-COR-24034-1** for records. For information see Appendix 11.1.1 Records Classification & Identification.
 - a. Select the appropriate Record Series Code from GPS-COR-24033.
 - b. Provide details of retention event so OD/RIM can set trigger to start retention clock.
 - c. Provide inventory details to increase the Record's accessibility for future use and destruction.
5. Print out and place a copy of the completed Form in each box.
6. Notify the assigned OD/RIM that you have physical records ready for transitioning to archival storage. Send the completed Form with box(es) location and a point of contact to your OD or [RIM Global Contact](#). If you do not see a resource for your location, send your request to our mailbox: Records.Information@technipenergies.com.

5.3 RECORDKEEPING

Execution of this Standard will generate the official record of the records archival box details and the transition of custody from the Business Owner to RIM for lifecycle management: **Archival Records Storage Form GTF-GPS-COR-24034-1**. The standard naming convention for this record is: GTF-GPS-COR-24034-1_[DEPT NAME/PROJECT NUMBER]_YYYYMMDD and the Excel record is saved by the OD/RIM in Teams site, [Global RIM](#), for your operating center. OD/RIM adds the record details to their active Master Inventory for lifecycle management.

6. APPENDICES AND FORMS

6.1 APPENDICES

APPENDIX 1: RECORDS CLASSIFICATION & IDENTIFICATION

6.2 FORMS

GTF-GPS-COR-24034-01 Archival Records Storage Form (English, French, Italian)

APPENDIX 1 RECORDS CLASSIFICATION & IDENTIFICATION

On GPS-COR-24033, records are classified and identified with regards to their content and the context in which they were created. The following information and tables describe the different ways that records should be classified and identified for retention requirements.

Records Retention Schedule

GPS-COR-24033 is the governing management system document that categorizes records into record series to apply retention requirements. The retention periods are generated by a review of laws and regulations along with business and operational needs. Should you require advice on aligning your records with GPS-COR-24033, you can send a request to your [RIM Global Contact](#) or if you are unsure of your OD you may contact Records.Information@technipenergies.com.

ADM410	Policies and Procedures	EVT + 10Y	Superseded/ Obsolete
Corporate, facility and operating policies, guidelines, procedures, and directives, including financial, records & information management, HSE IT, human resources and other management system governance records. Retain for 10 years after superseded.			

Typical Record Series

Authorizations for Expense Card
 Code of Ethics
 Corporate Policies, Standards, Procedures and Guidelines
 Delegation of Authority
 Insurance Claims Process and Procedures
 Inventory Conversion Statistical Analysis
 Job Safety Procedures
 Location Policies and Procedures
 Operating Procedures and Manuals
 Quality Assurance Manual
 Quality Procedures
 Records Retention Schedule
 RIF -Reduction in Force Plan
 Sales Persons Performance Policy

Understanding the Schedule

Name	Description	Example
Business Function	A functional grouping which represents the type of work being performed versus the department performing the work.	ADMINISTRATION
Category Code	A code used for archiving that is applied to archival records in any media. The first three letters identify the Business Function.	ADM410
Record Category Title & Description	A title for the specified record series and description of the types of records that comprise the series.	Policies and Procedures Corporate, facility and operating policies, guidelines, procedures, and directives, including financial, records & information management, HSE IT, human resources and other management system governance records. Retain for 10 years after superseded.
Retention Period	The length of time a record must be retained/kept before it is eligible for destruction.	EVT + 10Y
Retention Event	The event to trigger the start of the record's retention period.	Superseded/Obsolete

Business Functions

Code	Business Functions
ADM	Administration
COR	Corporate
FIN	Finance, Accounting Tax and Audit
HSE	Health, Safety and Environmental
HR	Human Resource
IT	Information Technology
LGL	Legal
PRJ	Projects, Products and Services
SMK	Sales and Marketing

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Retention & Retention Triggers

Retention Period	Retention Name	Retention Trigger
E	Event	Decision Made Destruction of Associated Records Superseded / Obsolete Until Replaced
EVT +	Event + Years	Activity Completed Annual Meeting Benefits End Benefits End and Tax Year Closed Bond Expiration Case Closed Close of Audit Closed Deal Finalized Decision Made Destruction of Associated Records Disposal or Sale Employee Termination Expiration Expiration / Superseded Guarantee Ceases Issue Resolved Life of Company Life of Equipment Life of Facility Material Removed Project and Warranty Closed Project Closed Project Rejected Property Obligation Ceases Publication Date Report Date Resolved Superseded Superseded / Obsolete Tax Year Closed Termination of Contract Termination of Contract and Warranty Until New Strategy Published Until Replaced Vehicle Sold
IND	Indefinite	Creation Date - Cannot be determined in advance. Will be reviewed every 7 years to determine if records can be destroyed.
MAX Y	Maximum Years	Retain as needed, but no longer than year listed.
Y M W	Years Months Weeks	Creation Date