List of Records

Ref.	Record Name	Record Type (e.g., accounting, supplier, client, personnel, ISMS, system records)	Record Classification	Record Owner	Retention Period	Allowable Storage Media (e.g., physical / electronic)	Storage Location	Disposal Methods
1.	Employee Records	Employee Name	Confidential	HR	5 years after end of employment	Physical / Electronic	HR Drawer HR System	Hardcopy – shredding Softcopy – deletion and empty trash bin
2.	Accounting & Financial Records	Financial Year	Confidential	Finance	5 years after end of the financial year	Physical / Electronic	Finance Drawer Accounting System	Hardcopy – shredding Softcopy – deletion and empty trash bin
3.	Supplier Contracts	Supplier Name	Confidential	Finance	5 years after end of the financial year	Physical / Electronic	Finance Drawer Accounting System	Hardcopy – shredding Softcopy – deletion and empty trash bin
4.	Client Contracts & Information	Client Name	Confidential	Sales	5 years after end of the contract	Physical / Electronic	Contract Drawer Sales Folder	Hardcopy – shredding Softcopy – deletion and empty trash bin
5.	System Log Files	System Ref	Confidential	System Admin	1 year from the date of the log	Electronic	Systems	Secure deletion
6.	ISMS implementation records e.g., filled forms, meeting minutes, and other documented information	Form No.; Report Date; Meeting Date;	Internal	ISMS MR	3 years from the date of the record	Electronic	Shared Folder	Secure deletion

Reviewed by: Nor Asfiah Binte Jamalludin (ISMS MR)   Reviewed on: 10th Oct 2025