

POLICY FOR RETENTION OF RECORDS

Center for Halal Assurance (CeHA) defines system for retention, identification, indexing, filing, storage, maintenance and disposition of all records as per the PS follows:

- A descriptive title appropriately identifies records clearly labeling the record.
- Records must be maintained in English language.
- All records must be listed in the Master List of Records.
- All records must have a unique identification name, number, and to distinguish them from other records of the organization.
- A master list of record is maintained in which following traceability is maintained:
 - Document / Form Number
 - Record Name / Title
 - Storage Location
 - Responsibility to dispose of the record
 - Retention Time
- Records are retained for the duration of the current cycle plus one full certification **cycle in accordance with PS 4992:2022.**
- The indexing of Records is maintained date wise in the respective files where soft data same Records are maintained date wise in respective folder in the System.
- The files of same Records are indexed, period wise.
- All records and files are kept in Center for Halal Assurance (CeHA) office to get protected from damages, loss and deterioration to environmental conditions and/ or any other factor.
- After the retention time, the Relevant Department Heads shall destroy the records.
- The Center for Halal Assurance's all kind of data is backed up on cloud data backup services. The Digital Data Backup is taken on a regular basis.

Approved By: _____



CEO

Center for Halal Assurance (CeHA)