



Civil Resource Development and Documentation Centre (CIRDDOC) Nigeria

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POLICY FOR RETENTION AND DESTRUCTION OF DOCUMENTS

Founding Chairman: Late Chief (Engr.) Victor U. Nwankwo (Ugwumba)

Board of Trustees: Elizabeth Onwuagha (CHAIRPERSON) Prof. C. O. Okonkwo, MFR Prince (Engr.) Ralph Ndigwe JP, Mrs. Izeduwa Derex-Briggs, Ral Nwankwo-Obioha
Advisory Board: Hon. Justice A. G. Karibi-Whyte, CON; Hon. Justice C. C. Nweze, Ph. D; Barr. (Mrs.) Azuka Azinge, Barr (Mrs.) Merce Momeni

Civil Resource Development and Documentation Centre (hereinafter referred to as CIRDDOC) is an independent, non-governmental and not-for-profit organisation established in 1996 for the protection and promotion of human rights and women's human rights and the strengthening of civil society. CIRDDOC is also committed to the institutionalization of good governance, gender equality and the rule of law in Nigeria. CIRDDOC is registered under Part C of Companies and Allied Matters Act Cap. C20 Laws of the Federation of Nigeria, 2004 with Registration Number: RC 10,928

It is a principal policy of CIRDDOC to maintain complete, accurate and high-quality records. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below.

Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed. CIRDDOC Board members including the Executive Director, officers, employees, contractors, volunteers or downstream partners shall not knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration or execution of any project or matter concerning indigent people, vulnerable adults and children within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case or Project of the Organisation.

This policy covers all records and documents of CIRDDOC which the Organisation reserves the right to amend, alter and terminate at any time.

B. GENERAL POLICY STATEMENT

1. It is the policy of CIRDDOC to retain all documents based on CIRDDOC's record retention schedule. When the retention period is complete, documents will be destroyed.
2. Except as otherwise indicated, documents shall be retained for the number of years indicated in Part C.
3. CIRDDOC is to maintain complete, accurate and high-quality records in storage for the duration of the time periods provided for in this policy. Once any such time period is complete, the records are to be destroyed.
4. CIRDDOC's reports and educational articles are excluded from this policy. Such documents may be maintained in the CIRDDOC book shop or library

(where such exist) for such time as they are deemed of academic and research value at the discretion of the Executive Director.

C. PURPOSE OF THE POLICY

1. To comply with applicable legal and regulatory duties to retain documents.
2. To possess all documents needed for normal Project and administrative purposes, including administration of CIRDDOC's ongoing project relationships.

D. RESPONSIBILITIES UNDER THIS POLICY

1. The Executive Committee of CIRDDOC shall be responsible for administering this policy.
2. The Executive Committee shall oversee the applicability of this policy on everyone in CIRDDOC therefore, the organization directs and expects all officers, directors, employees, Downstream partners and volunteers to follow the rules and procedures set forth herein.
3. The Executive Secretary shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this policy.
4. The Executive Committee may issue a "legal hold," suspending the destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings.

E. DEFINITION OF DOCUMENTS UNDER THIS POLICY

Under this Policy, "documents" include in paper form, e-mail messages and all other forms of electronically generated and stored information. Also the policy and procedures apply to all computers and other electronic devices provided to all members of staff, volunteers, downstream partners and client's by the organization for use in the ordinary activity of the organization, regardless of whether those computers or devices are used on the organization's premises or elsewhere.

In all other circumstances, Documents must be retained as listed under the Guideline below for the periods of time set forth on that guideline. The guide reflects CIRDDOC'S legal obligations for document retention.

F. EXCEPTIONAL DOCUMENTS

1. No document will be destroyed if it is relevant to the investigation of any matter within the jurisdiction of a federal department, agency, or other official investigation.
2. It is a crime for anyone to knowingly destroy documents with the intent to obstruct the proper administration of any investigation or proceeding under the jurisdiction of a federal agency.
3. No document will be destroyed if it is relevant to litigation when CIRDDOC is a party in the case or expected to become a party or when CIRDDOC has received a subpoena.

G. RECORD RETENTION GUIDELINES

1. General Official Records

| | |
|---|-------------------------------|
| a. Certificate of Incorporated Trustees and amendments | Permanently |
| b. Constitution of CIRDDOC | Permanently |
| c. CIRDDOC Policies | Permanently |
| d. Meeting Minutes | Permanently |
| e. Project documents | Permanently |
| e. Property records (including Title Documents in relation to land, Receipts of Vehicles etc) | Permanently |
| h. Contracts (not otherwise specified herein) | Life of Contract plus 3 years |
| i. Event Registration | Records 3 years past event |

** Departing members have the right to request their application be destroyed 1 year after dropping. The term also applies to applications that are not accepted.*

2. Accounting, Finance and Tax Records

| | |
|---|-------------|
| a. Income Exemption certificates tax/returns | Permanently |
| b. Audit reports of accountants | Permanently |
| c. Charts of accounts | Permanently |
| d. Schedules, ledgers and other supporting documentation for financial statements and tax exemption | 7 years |
| e. Bank reconciliations | 3 years |
| f. Checking records, including account statements, check register and canceled checks (see exception below) | 3 years |
| g. Accounts payable and receivable | 7 years |
| h. End-of-year financial statements | Permanently |
| i. Budget for projects | 3 years |
| j. Banking records, including deposit and withdrawal records, bank statements | 3 years |
| k. Expense accounts and approvals | 3 years |
| l. Invoices to members of staff and mediation clients | 7 years |

3. Insurance

| | |
|----------------------|-------------|
| a. Insurance records | Permanently |
| b. Accident reports | 7 years |
| c. Appraisals | 7 years |

4. Letters and Correspondence, General Guidelines

A. Letters to Be Maintained for 1-12 Months, Then Destroyed

1. Unimportant letters, form letters, and notes that require no acknowledgment or follow-up.
2. Letters of general inquiry and replies which complete a cycle of correspondence and have no value after possible reference from the correspondent within a reasonable period of time.
3. Letters requesting specific action such as name or address change, complaints which have no further value after changes are made or action taken.

4. Similar letters of various types which might be referred to shortly after they are received or written but which soon cease to have value unless further immediate correspondence ensues.

B. Letters to Be Maintained for One to Three Years

1. Letters applying for employment with CIRDDOC.
2. Memoranda and reports about expense accounts which have limited value after the voucher is approved.
3. Collection letters that have limited value after the account is paid.
4. Letters to which members of staff or others may make reference for more than a year.
5. Electronic mail ("Email") and any files attached thereto, provided that the subject matter of such Email and/or attached files are not covered by some other provision of this policy.

C. Letters to Be Maintained for the Life of the Principal Document that It Supports

1. Letters that constitute all or part of a contract or a project that are important in the clarification of certain points in a contract.
2. Letters denying liability of CIRDDOC.

THIS POLICY SHALL BE REVIEWED ONCE EVERY FIVE (5) YEARS. EXCEPT FOR AN INSTANCE WHERE NON-REVIEW OF THIS POLICY WILL CAUSE HARDSHIP IN THE PROCESS OF DOCUMENTS RETENTION AND DESTRUCTION, THIS POLICY MAY BE REVIEWED WITHIN ONE YEAR OR AT ANY TIME.



November 13, 2019

Barrister (Mrs.) Ral Nwankwo-Obioha
Executive Director,
CIRDDOC Nigeria