



Document Retention and Disposal Policy

Al Hilal Charity Foundation (1077)



Document Retention and Disposal Policy

This policy provides the guidelines that the Foundation shall follow regarding the management, retention, and disposal of its documents and records.

1. Document Management

The Foundation shall maintain all documents and records at an administrative records center located at its headquarters. Such records include, but are not limited to:

- The Foundation's Articles of Association and any other regulatory bylaws.
- The Board of Directors membership register, showing the start date of membership for each member and the method by which membership was obtained (election or appointment).
- General Assembly meeting records.
- Board of Directors meeting minutes and resolutions.
- Financial, banking, and custody records.
- Asset and property registers.
- Files containing all invoices and receipts.
- Correspondence and communications registers.
- Grants and assistance records.

These records shall, as far as possible, conform to the templates issued by the Ministry of Human Resources and Social Development. All records shall be stamped and numbered prior to filing, and the Board of Directors shall designate the person responsible for this process.



2. Document Retention

The Foundation shall determine retention periods for all documents and records under its custody and may classify them as follows:

- Permanent retention.
- Retention for five (5) years.
- Retention for ten (10) years.

The Foundation shall also:

- Prepare a schedule specifying the types of records maintained within each category.
- Maintain an electronic copy of every file or document to protect records from damage resulting from emergencies or unforeseen events such as fires and similar incidents, as well as to save storage space and facilitate rapid data retrieval.
- Store electronic copies in a secure location, such as physical servers or cloud-based storage systems.
- Establish a dedicated procedure governing the handling of documents, including employee requests for archived files, their retrieval and return, and all matters relating to archive management, organization, and maintenance.

3. Document Disposal

- The Foundation shall determine the method for disposing of documents whose retention period has expired and shall designate the person responsible for such disposal.
- A memorandum shall be prepared containing details of the documents disposed of after the expiration of their retention period. The memorandum shall be signed by the Executive Director and two members of the Board of Directors.



- Following review and approval of the disposal process, a committee shall be formed to dispose of the documents in a secure, proper, and environmentally responsible manner, ensuring complete destruction of the documents.
- The committee supervising the disposal process shall prepare an official report, which shall be retained in the archives, with copies distributed to the relevant responsible parties.

