

<p align="center">EGYTRANS DOCUMENT RETENTION MANUAL</p>	<p>Issue No. :1 Modification No.: 0 Issue Date :01/09/2007</p>
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Introduction

This manual provides guidelines to be followed in the retention/disposal of documents used in EGYTRANS processes.

The manual sets out the procedure applicable in each case and highlights the responsibilities of affected parties.

The manual describes the general principles governing Document Retention for various document categories and should be updated regularly. Staff must stick to applying these principles, as they will be held accountable for not adhering to them.

Responsibility for the correct application of these guidelines rests with Head of Departments. Staff should consult their direct managers if in any doubt as to the interpretation or application of the guidelines contained in this manual.

General

Each EGYTRANS department has the responsibility of identifying documents and records to be retained for legal or business needs. The retention period, where there is no direct law for the retention of such documents, should be determined by the manager of each department or branch, business needs and international best practices. After the expiration of the agreed retention period, destruction procedures should be commenced.

Destruction, even after expiration of the retention period, should be dependent on the continued relevance of the documents and the request of department manager to extend the retention period after providing justification/rationale.

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EGYTRANS DOCUMENT RETENTION MANUAL	Issue No. :1 Modification No.: 0 Issue Date :01/09/2007
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1. Recommended Retention Periods

There is no direct law on the retention of documents. The manual on document retention will therefore be based on a combination of Company Law, business needs, determination of branches and departments managers as well as international best practices.

Thus as a general policy:

Department	Document	Retention Period
Legal Department	Legal Memoranda and Opinions (including all subject matter files)	7 years after closing of issue
	Litigation Files	1 year after expiration of appeals or time for filing appeals
	Court Orders	Permanent
	Requests for Departure from Records Retention Plan	10 years
Department	Document	Retention Period
Chairman's Office	Contracts	Permanent
	Loans	Permanent
	Accounting (Budget)	8 Years
	Cases	5 Years after closing of issue or 1 Year after expiration of appeal or time for filing appeals
	Claims	5 Years
	All Affiliate Companies	Permanent
	Board Meetings	Permanent
	Subscriptions	2 Years
	Associations	From 1 To 2 Years
	Projects	Permanent
	Brochures	2 Years
	Branch Correspondence	3 Years

2

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EGYTRANS DOCUMENT RETENTION MANUAL	Issue No. :1 Modification No.: 0 Issue Date :01/09/2007
---	---

	General	1 Year
	LATT	3 Years
	OHSAS	Permanent
	Press Releases	2 Years
	Shipping (General)	Permanent
	Shipping (Logistics)	Permanent
	Estimated Budget	Since 1999
	Xerox	1 Year
	Training	3 Years
	Costs	5 Years
	Central Association for Shipping Agencies	5 Years
	Agency License	Permanent
	Budgets	Permanent
	License Committee – Ministry of Transport	Permanent
	Resolutions and Decisions	Permanent
	Higher Council of Egyptian Ports	Permanent
	National Transport & Trade Facilitation Committee	Permanent
	Academy for Scientific Research & Technology	Permanent
	Higher Council for Agricultural Products	2 Years
Department	Document	Retention Period
Accounting and Finance	Accounts Payable ledgers and tables	7 years
	Accounts Receivable ledgers and tables	7 years
	Annual Audit Reports and Financial Statements	Permanent
	Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
	Annual Plans and Budgets	Budget = 2 years Annual Plans = Permanent
	Bank Statements and Canceled Checks	7 years
	Employee Expense Reports	7 years
	General Ledgers	Permanent
	Interim Financial Statements	7 years

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EGYTRANS DOCUMENT RETENTION MANUAL	Issue No. :1 Modification No.: 0 Issue Date :01/09/2007
---	---

	Notes Receivable ledgers and tables	7 years
	Investment Records	7 years after sale of investment
	Credit card records (documents showing customer credit card number)	2 years
	Financial Policies & Procedures	15 years
Department	Document	Retention Period
Human Resources	Retirement and Pension Records	Permanent
	Employment applications (persons not hired)	1 year
	Employment applications (persons hired)	3 years following employment
	Employee resumes & employment history	3 years following employment period
	Evaluations	3 years following employment
	Promotions, raises, any changes in the post or title or package of an existing employee & job descriptions	5 years following employment
	Disciplinary warnings, demotions, lay-offs & discharges	5 years following employment
	Employment & termination agreements	Permanent
	Accident reports	6 years
	Education assistance	While employed
	Sick leave benefits	While employed
	Retirement plans (after expiration)	6 years
	Incentive plans (after expiration)	6 years
	Pension plans (after expiration)	6 years
	Internal Regulations	Permanent
	Job Descriptions	Permanent
Any written Working Instructions issued and copies filed in the dept. cabinet	Permanent	
Incentives & Recognition Manual	Permanent	
Training Regulations	Permanent	
Department	Document	Retention Period
		Permanent

Policies (including expired)

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---	---

Insurance	Claims for loss/damage, accident reports, appraisals	5 years
Department	Document	Retention Period
Workplace & Corporate Records	Incorporation & reorganization records (Articles of Incorporation, Bylaws, etc)	Permanent
	Meeting minutes	Permanent
	Employee directories	5 years
	Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
	Licenses and Permits	Permanent
Department	Document	Retention Period
Organizational Development	Contracts and Agreements	5 years
Department	Document	Retention Period
Logistics	Project Files	5 years
	Agent Files	3 years
	Customer Files	3 years
	Contract Files	Permanent
	Branch Files	2 years
	Tender Files	3 years
	TT Club Files	3 years
	Road Survey files	2 years
	Pricing Policy	Permanent
	General Commercial Conditions	Permanent
Routing Order	5 years	

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---	---

	Recommendation Letter	5 years
	Packing Pricing List	Permanent
	Operation Expenses Note	5 years
Department	Document	Retention Period
Quality Department	Procedures Manual	Permanent
	Quality Manual	Permanent
	Safety & Security Manual	Permanent
	Yearly Review Program	1 year
	Auditing Tasks Checklist	1 year
	Auditing Items Checklist	1 year
	Auditing Report	1 year
	Deviations Report	1 year
Department	Document	Retention Period
Free Zone	Warehouse Regulations	Permanent
	Goods Inspection and Receipt Minutes	5 Years
	Goods disbursement	5 Years
	Warehousing Operations Register	5 Years
	Goods Delivery Note	5 Years
	Incoming Register	5 Years
	Warehouse Incoming Card	5 Years
	Outgoing Register	5 Years
	Warehouse Outgoing Cards	5 Years
	Exit Note	5 Years
	Goods Status Form	5 Years
Department	Document	Retention Period
Merghem	Transportation Bill	5 Years
	Goods Receipt Note	5 Years
	Work Activities	1 year
	Vehicle Activity Report on (Date)	1 year
	Transportation Order Execution Follow-up Report	5 Years
	Vehicle Exit Permit	1 year
	Transport Price Quotation Form	5 Years
	Spare Parts Warehouse Register	5 Years
	Spare Parts Delivery Note	5 Years
	Monthly Routine Maintenance Form	1 year

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---	---

	Vehicle Breakdown Form	1 year
	Daily Breakdowns Receipt Form	1 year
	Greasing & Oil Change Form	1 year
	Vehicle Operation & Activity Register	5 Years
	Vehicle Operation Statistics (Comparative Report)	5 Years
Department	Document	Retention Period
Operation	Cargo Tally Sheet	5 Years
	Document Dispatch Form	5 Years
	Telephone Message	5 Years
	Captain's Receipt	5 Years
	Delivery Note	5 Years
	Consolidation Report	5 Years
	Arrival Notice	5 Years
	Consolidation Sheet	5 Years
	Manifest	5 Years
	Container Opening & Inventory Minutes	5 Years
	Outgoing Packing Minutes	5 Years
	Daily Meeting Minutes	1 Year
	Inspection Form	5 Years
	Packing List	5 Years
Department	Document	Retention Period
Sales & Marketing	Marketing Regulations	Permanent
	Routing Order	5 years
	Recommendation Letter	5 years
	Sales Report	5 years
	Shipping Instructions	5 years
Department	Document	Retention Period
Branches	Price Quotation Form	5 Years
	Request to execute a transport Operation	5 Years
Department	Document	Retention Period
Information Technology (IT)	Contracts	Permanent
	Offers	1 Year
	Invoices	1 Year

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---	---

	Department Estimated Budget	5 years
	Permission for Departure of Equipment	2 Years
	Request for Software/Equipment Amendment	Permanent

Guidelines to be followed pursuant to this general manual are provided in the rest of this document. It is the responsibility of all managers to ensure adherence to this manual.

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---	---

2. Guidelines for Electronic Data Management System (EDMS)

The main reasons for adopting the Electronic Data Management System (EDMS) are to ensure, that:

- All vital documents that have been physically destroyed continue to have an electronic record for auditing purposes.
- Space that would have been taken up if the documents were to be kept in hard copy is conserved.
- There is improved indexing and retrieval.

The general guidelines for determining which documents should be preserved electronically are as follows:

Back Up

They are documents/records that require off-site storage as emergency backup and whose bulk would create handling problems.

Electronic versions of documents/records will be kept on the backup server according to the document owner's decision and he/she will state the retention period for each document/record put on the server. Destruction will be conducted after the IT department sends a reminder to the departments or employees whose files are due to be destroyed and receives their approval for destruction, unless the document owner requests an extension of the retention period before the preset time of destruction. Document owner will at such time provide justification/rationale.

Staff should not delete their original documents/records from their own PCs even if they put a copy on the backup server **AS THE BACKUP EXISTS FOR EMERGENCY USE ONLY.**

3. Guidelines for Hardcopy Retention

3.1 Legal Requirement

Documents that are legally required to be in hard copy will be retained as such. Examples of such documents include Licences, Contracts, etc.

3.2 Operational Requirement

For operational reasons, some documents are required in hard copy for reasons ranging from accessibility to operational area, nature or type of document.

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---	---

3.3 Audit Requirement

Wherever necessary for audit trail purposes, etc. there may be a requirement to retain some documents in hard copy especially where the transactions covered by such documents are subject to audit at some future date. Destruction will take place immediately when it is no longer necessary to retain such documents.

3.4 Policies

Policies will normally apply insofar as there are no conflicts with applicable local legislation. However, whenever there is a conflict between a policy and local legislation, the local legislation shall be applicable to the extent of the inconsistency.

3.5 Management/Document Owner Request

Where considered operationally expedient, management may request some documents to be retained in hard copy. Management will at such times provide justification/rationale.

4. Archive Procedures

4.1 Objective

- i) To ensure the orderly storage of files and documents in filing cabinets and archives.
- ii) To ensure prompt and orderly retrieval of files, records and documents whenever they are required.
- iii) To ensure optimum utilization of storage space inside the archive.

4.2 Staff Responsibilities

- i) Any employee who requires documents from the archive should enter the details of the documents into and sign the archive register which is maintained by the archive staff.
- ii) The employee may then take the document away for reference and should return it to the archive staff promptly.
- ii) Employees should not enter the archive room **.For this reason, supervisors should make spot checks to ensure that this provision is strictly adhered to.**
- iv) Each department will be responsible for filing its documents, clearly indicating contents of each file, and storage date and retention period before sending it to the archive for safekeeping. In addition, each department should keep a list of all

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- files which have been submitted to the archive and the archive room officer should sign the mentioned list.
- iv) Loose papers or documents should not be stored in the archive (They should be compiled in a file).
 - v) Documents required for work after normal office hours should be checked out and signed for during office hours.
 - vi) External visitors are to be served at the archive reception counter and should never to be allowed to enter the archive room.

4.3 Responsibilities – Archive Room Officer

- i) Ensure that files/documents removed from the archive are signed for in the archive register.
- ii) Deliver documents, etc. to employees at the entrance to the archive room.
- iii) Enter the date and time of return of all document/reports returned by employees. The signature of the employee and the approval of the direct manager is required at this time.
- iv) Label all shelves with the name of the department and the year of storage.
- v) Ensure that the archive is always neat and well-organized.
- vi) Follow up on documents not returned on time. Follow up action should commence three days after the date of removal of documents.

5. Disposal/Destruction Procedures

5.1 Objective

- i) To ensure a systematic way of destroying EGYTRANS documents.
- ii) To provide additional empty storage space both in the archive and in the filing cabinets of all EGYTRANS departments for use in the storage of new files and documents.
- iii) To dispose of documents that have passed their retention periods.

5.2 Disposal/Destruction Procedures

- i) Archive officer should periodically follow up on the retention periods of all documents in the archive.

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- ii) Whenever there are files that must be disposed of, archive staff should issue an official memo to the concerned head of department, with copies to the direct manager of the concerned person (if any) as well as the administrative manager to approve destruction.
- iii) An official committee should be formed to conduct the destruction procedures including the concerned manager, administrative manager, and archive officer.
- iv) The concerned manager is responsible for:
 - a. Revising the contents of the files to be destroyed.
 - b. Approving destruction.
 - c. Signing an official declaration of approval for the destruction.
- v) Archive room officer should prepare an official report including the following items to be signed by all members of the disposal/destruction committee :
 - a. Names of committee members attending the destruction process.
 - b. Description and identification of files to be destroyed.
 - c. Approval of concerned manager for destruction.
 - d. Destruction procedures and the chosen method of destruction.
 - e. Reasons for choosing the mentioned destruction method and Chairman's approval.
- vi) Signed original official report should be kept and filed in the archive and copies should be provided to the administrative manager and the concerned manager.

5.3 Disposal/Destruction Methods

- i) Disposal or destruction should be conducted using one of the following methods as per the agreement and approval of the Chairman, the concerned manager and the administrative manager:
 - a. Shredding (for limited amount of documents only).
 - b. Selling documents and papers to retail dealers (in case the mentioned documents do not contain critical information that would threaten EGYTRANS status if disclosed).
 - c. Selling documents and papers to paper factories to be recycled.
 - d. Burning documents and papers (for confidential documents).

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