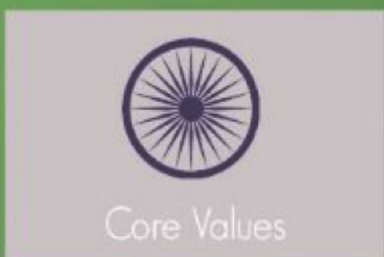
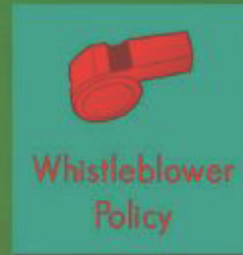


JK DAG HR Manual



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JK DAG HR MANUAL

ORGANISATION POLICIES

DOCUMENT RETENTION POLICY

DOCUMENTS RETENTION POLICY

INTRODUCTION

JK DAG is committed to take appropriate measure to retain, maintain and preserve the organizational documents either in hard copy or soft copy or in any form for future use of organizational continual learning and improvement, history as well as for legal requirement and procedures. Documents that are no longer required, or have satisfied their required periods of retention, shall be destroyed with procedure of disposal.

A. DEFINITION:

The Document means any documentary material, maintained in any form or medium that are created/made or received by JK DAG staff, project staff, volunteers in connection with JK DAG work. 'Documents' includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information. The rules and procedures apply to all the computers, laptop, mobile and other electronic devices provided to Staff, project staff and volunteers by the organization for use in JK DAG work, regardless of whether those computers or devices are used on the JK DAG organization's premises or elsewhere.

Active document refers to any document, which is in continuous use. It has a legal validity and / or administrative importance in functioning of organization or inquiry or proceeding; or communication / sharing of information for regular functioning or it provides a history / memory of organization or could be researched for continual learning;

B. BELIEFS:

I. Source of our Principle and Practice

- a. Our understanding, principles and practices are drawn guided by Holy Scriptures.
- b. In specific instances we stand to benefit by use of reason and law.

II. Our Values

- a. We are committed to good stewardship as we recognize that all resources belong to, and are a gift from God; that valuing, owning and managing, documenting and preserving these resources reflect our accountability towards God and His creation.
- b. We are committed to documenting and continuous learning which brings the greater accountability and transparency in all our dealings and action.

C. OUR GOALS:

JK DAG will constantly seek to

- a. Comply with applicable legal and regulatory duties to retain documents.
- b. Process, document and take backup of all documents needed for the normal functioning of JK DAG of past, present and future.

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- c. Remind that all JK DAG staff, project staff and volunteers and other stakeholders who are relating to JK DAG to follow the rules and procedures set forth herein.
- d. Develop a culture within the staff to document appropriate materials.
- e. Form a committee to document, preserve, archive the documents as well as dispose of documents with proper procedure and process the documents beyond retention requirement.

D. RETENTION PROCEDURE & RULES

I. Composition of Retention Committee:

The Committee comprises of the Director (Finance & Admin) and one Director (related to the documents), HR Manager, one Manager (related to the documents).

II. Meeting schedule of the committee:

The Committee will meet two times in a year with a gap not more than 8 months.

III. Authority of the committee and procedure:

The Retention Committee recommends to the Executive Director, on required changes in retention requirement for approval and disposal of documents. Based on the Committees recommendation only any documents can be disposed off or destroyed. The Committee may issue a “legal hold” suspending the destruction of any records due to pending, threatened, or reasonably foreseeable litigation, audits, investigations, or any similar proceedings.

If and when any JK DAG staff, project staff, volunteer are informed of “legal hold” by Executive Director/ Retention Committee, the concerned person should not discard/ destroy any documents relevant to the subject matter.

If JK DAG staff, project staff, volunteers are informed of the specific types of documents that are relevant and must be retained for certain purpose by the Executive Director, the same should be done as per the procedure and process given.

In all other circumstances, JK DAG staff, project staff, volunteers must retain the documents listed in the Retention Schedule below for the periods of time set forth. The Schedule reflects the legal obligations for document retention. The list given is not the only one to be retained but inclusive in nature. Staff may consult appropriate authorities before disposing off any documents. Questions regarding the retention of documents not listed in this schedule should be directed to the Executive Director.

Failure to follow this policy can result in possible civil and criminal sanctions and disciplinary action against JK DAG staff, project staff and volunteer.

IV. Document Disposal Procedure:

Once Executive Director has approved the process to dispose of the document or materials then the following procedure should be followed.

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The relevant documents or materials should have been segregated and handed over to a Manager who was authorized by the Executive Director. The concerned Manager should dispose of the materials in appropriate way as was recommended in his/her supervision with the support of the Office Assistants. Once the documents and materials are destroyed the Manager should certify that the relevant documents or materials were disposed off appropriately in the prescribed format. If any discrepancies found on the work carried out the concerned Manager will be held responsible and appropriate action will be initiated against him/her.

V. Document selection Criteria

There are many considerations that must be taken into account when determining what documents should be retained or destroyed. Among these factors are:

1. Legal value: Statutory, regulatory and common law requiring the document be retained and property documents
2. Administrative value: Value document has to its creating office in carrying out its function;
3. Physical value: Document that is needed for audit and operational purposes
4. Historical value: Document that is of such quality that it will be useful to both the researcher of today and 100 years from now.

VI. Retention Schedule

S. No.	Document Code	Category of Documents	Documents Detail	Retention period
		Organizational Documents	Attested copy of the Memorandum of Association, Certificates Society Registration, PAN, FCRA, 80G	Life time
			IT returns	Life time
			FCRA Returns	Life time
			Registrar of Society returns	Life time
			Minutes of AGM & Board	Life time
			Attendance Register of Board and Society	Life time
			Roll register for Society members	Life time
			Conflict of Interest register of the Society members	Life time
			PF Registration document	Life time
			Gratuity Trust Document	Life time
			Membership in Networks	Life time
			Copy of Strategic Plan	Life time
			Copy of Annual Reports	Life time
			Copy of Organizational materials printed	Life time
			Copy of Organizational videos and Project Videos	Life time
		All property documents	Life time	



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		Financial Documents	All bills and vouchers	10 years
			Book of Accounts	10 years
			Asset Register	Life time
			Gratuity with LIC	Life time
			Provident Fund documents	Life time
			Salary Register	Life time
		HRD Documents	Staff files	Life time
			Attendance register	10 years
			Staff benefits file	Life time
			Salary revision approval papers	Life time
			Resume received	1 year
			Applicants rejected file	5 years
			Leave application file	2 years
		Units & Department Documents	Project Proposal with Budget	10 years
			Project reports with Budget	10 years
			Photos	10 years
			Evaluation reports of projects	10 years
			Soft copy of the Project proposal, reports, Evaluation reports and photos	Life time
			Database of people trained	Life time
			Database of Magazine	Life time
			Copy of the Magazine	Life time
			Copy of the Eco & AIDS Sunday materials	Life time
		Training/Academic Programme Curriculum	5 years	
		Copy of the modules used	5 years	
		Litigation files	Documents pertaining to litigations	10 years
		Vehicle and other Assets	All files pertaining to 2 and 4 wheelers	Life time
			Sale documents of the vehicles	Life time
			Purchase details and Warranty details of assets	Till the asset remains



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DECLARATION OF COMMITMENT

To be signed by all JK DAG staff (regular, contracted and project) and volunteers.

A copy will be kept on file at the appropriate JK DAG office or personnel file.

I declare that:

1. I have read and understood JK DAG – Documents Retention Policy.
2. I will work within the procedure as laid out in JK DAG – Documents Retention Policy.

Name: _____

Signature: _____

Date: _____