i-NAF
RECORDS MANAGEMENT PROCEDURE

Issue No 1	
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1   PURPOSE

1.1   The purpose of this procedure is to define the general requirements for i-NAF records management.

2   SCOPE

2.1   This procedure applies to all paper and electronic records maintained by the i-NAF Secretariat. It does not cover document control procedures which are outlined in i- NAF NPG 3.

3   REFERENCES

i-NAF NSCR 1 List of i-NAF Controlled Documents

i- NAF NPG 1 Memorandum of Understanding (MoU)

i- NAF NPG 3 i-NAF Document Control Procedure

i- NAF NPG 6 i-NAF Procedure for Confidentiality

4   DEFINITIONS

4.1   Record. A paper or electronic notation designed to record facts, data, actions and / or decisions made by i-NAF. These include:

4.1.1   Completed forms as listed in i-NAF NSCR 1,

4.1.2   Committee working papers, meeting minutes and resolutions, including General Assembly papers;

4.1.3   Promotion and publicity documents such as newsletters and reports to other bodies; and

4.1.4   Peer evaluation documentation and reports.

5   RECORDS IDENTIFICATION AND COLLECTION

5.1   All records shall be collected in a manner that ensures legibility and preservation for future reference.

5.2   Identification of records in the i-NAF database, shall facilitate their efficient and effective retrieval or replacement.

6   RECORDS ACCESS, FILING AND STORAGE

6.1   All persons having access to MLA records shall be subject to i- NAF NPG 6 prior to access being granted.

6.2   Other individuals (such as Regional MLA members) requesting access to records or other information shall also be subject to the i- NAF NPG 6 prior to access being granted.

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6.3   No original records shall be removed from the Secretariat.   Appropriate instructions regarding disposal shall be included with the distribution of confidential or commercial in confidence documents.

6.4   All records must be secured against loss, as a minimum in a lockable area.   Electronic records must be backed up on a weekly basis and stored in a separate location, physically removed from where the parent data is stored.

7   MAINTENANCE AND DISPOSAL

7.1   The i-NAF Secretariat shall ensure records are maintained effectively.

7.2   The i-NAF Secretariat may dispose of records that have exceeded their retention period. The method of disposal is at the discretion of the i-NAF Secretariat, however the chosen method must ensure that records are obliterated and cannot be reconstituted.

8   PEER EVALUATION RECORDS

8.1   The i-NAF Secretariat shall maintain a master list of the peer evaluation records required to demonstrate compliance with i-NAF MLA requirements. This master list shall be maintained in the List of Records Maintained at i-NAF Secretariat (Annex 1).

8.2   The master list shall also include the minimum retention periods for each set of records.

8.3   The i-NAF Secretariat shall maintain a complete set of peer evaluation records for the current peer evaluation cycle. Where relevant, these records shall also include the immediately preceding full evaluation report and any subsequent scope extensions reports and associated MLA Committee records.

8.4   Records pertaining to the steps in the evaluation process shall be noted in the i-NAF database, including date and type of record and, if applicable, brief description.

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ANNEX 1

LIST OF RECORDS MAINTAINED AT ɪ-NAF SECRETARIAT

REFERENCE	NAME OF THE RECORD	RECORD TYPE	RETENTION PERIOD
i-NAF NSCR 1	List of i-NAF Controlled Documents	soft copy / website	Current
i-NAF NPFR 1	Application to join the i-NAF MoU	hard copy / soft copy	Permanent
i-NAF NPFR 2	MoU membership application summary	soft copy	5 years
	Signed MoU sheet	hard copy / soft copy	Permanent
i- NAF NPG 6	Confidentiality statements	hard copy / soft copy	5 years after retirement of signatory from i-NAF activities
i-NAF NMFR 1	i-NAF MLA Application Checklist	hard copy / soft copy	At least one full evaluation cycle.
i-NAF NMFR 2	Application to join the i-NAF MLA	hard copy / soft copy	Permanent
i-NAF NMFR 5	i-NAF Peer Evaluation Records	hard copy / soft copy	At least one full evaluation cycle
THE IMMEDIATELY PRECEDING FULL EVALUATION REPORT AND ANY SUBSEQUENT SCOPE EXTENSION REPORTS AND ASSOCIATED MLA COMMITTEE RECORDS	Previous i-NAF peer evaluation reports	hard copy / soft copy	At least one full evaluation cycle
	Signed MLA sheet	Hard copy	Permanent
i- NAF NPG 9	MLA signatories list	Soft copy / website	Current
	Complaints Register	Soft copy	5 years
	Peer Evaluator (PE) resumes	Hard copy / soft copy	5 years after retirement of PE from i-NAF activities
	PE Workshop – Evaluation of participants	Hard copy / soft copy	5 years after retirement of participant from i-NAF activities
	PE Evaluation of Trainee,	Soft copy	5 years after retirement of

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	TM and Tl		PE from i-NAF activities
	Members of NAC (EC)	Soft copy	Current
	Members of MLA-C	Soft copy	Current
	Members of the TC	Soft copy	Current
	Members of HNA-C	Soft copy	Current
	Members of ECOLA-C	Soft copy	Current
	Internal audit reports, NCs, follow-up	Soft copy	5 years
	i-NAF Natural Accreditation(Executive) Committee NAC (EC) Meeting Minutes	Soft copy	Permanent
	i-NAF Halal Natural Committee (HNA-C) Meeting Minutes	Soft copy	Permanent
	i-NAF ECOGLOBALLABEL Committee (ECOLA-C) Meeting Minutes	Soft copy	Permanent
	i-NAF MLA-C Meeting Minutes		
	i-NAF General Assembly - Minutes of all meetings	Soft copy	Permanent
	Minutes of all other i-NAF meetings	Soft copy	5 years
	General correspondence with members	Soft, email	1 year
	Other general correspondence	Soft, email	1 year