

 F2 GLOBAL LOGISTICS <small>LET'S MOVE. NOW.</small>	<h1 style="text-align: center;">Records Retention Schedule - Information Technology Records Manual</h1>		Document Number: RM-SS-07.01
	Department: Information Technology	Effective Date: January 22, 2021	Revision No 3

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
ITD 1.0	Policies and Procedures (2Ps)	Soft	Contains the current and updated policies and procedure	Until superseded	5 Years	Delete
ITD 2.0	Job Description (JD)	Soft	Contains the current and updated job description	Until superseded	5 Years	Delete
ITD 3.0	KPI	Soft	Contains the monthly Key Performance Indicator	Until superseded	5 Years	Delete
ITD 4.0	Projects	Soft	Contains all the documents related to specific projects of ITD	2 Years	10 Years	Delete
ITD 5.0	Systems	Soft	Contains all the documents related to the systems managed by ITD	2 Years	10 Years	Delete
ITD 6.0	Training Materials	Soft	Contains all the documents and presentation materials of technical trainings for ITD	Until superseded	5 Years	Delete
ITD 7.0	Digital Innovation Group					
ITD 7.1	Presentation Materials	Soft	Contains all the presentation materials used in weekly DIG meeting	2 Years	5 Years	Delete
ITD 7.2	Weekly Photos	Soft	Contains all weekly photos of DIG meeting	2 Years	5 Years	Delete

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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