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|  | <h1>Records Retention Schedule – Materials Management</h1> <h2>Records Manual</h2> | | Document Number: RM-SS-08.01 |
| | Department: Materials Management | Effective Date: January 24, 2022 | Revision No 1 |

| RECORD CODE | RECORD NAME | TYPE | RECORDS DEFINITION | RETENTION SCHEDULE | | DISPOSAL METHOD |
|-------------|--|------------|---|--------------------|------------------|-----------------|
| | | | | ACTIVE | INACTIVE | |
| MMD 1.0 | Material Requisition | SOFT | PO MONITORING | 1 YEAR | 5 YRS | SHRED/DELETE |
| MMD 2.0 | FACILITIES & MAINTENANCE | | | | | |
| 2.1 | PREVENTIVE MAINTENANCE OF AIRCON | SOFT/HARD | CONSIST OF CHECKLIST FOR MAINTENANCE AND CLEANING OF AIRCONS | 1 YEAR | 3 YEAR | SHRED/DELETE |
| 2.2 | BUILDING MAINTENANCE | SOFT/ HARD | CONSIST OF MONTHLY CALENDAR MONITORING OF BUILDING FACILITIES (OCULAR CHECK OF ALL BUSINESS UNIT, GOVERNMENT REGULATORY REQUIREMENTS) PEST CONTROL TREATMENT | 1 YEAR | 3 YEAR | DELETE |
| MMD 3.0 | SAFETY & SECURITY | | | | | |
| 3.1 | ENDORSEMENT LETTER SECURITY GUARD | HARD | RECEIVED FROM HOMELAND SECURITY /SDP SECURITY BIODATA, SECURITY LICENSE, CERT. PNC, POLICE CLEARANCE, SECURITY TRAINING CENTER INC. | 1 YEAR | 3 YEAR | SHRED |
| 3.2 | INCIDENT REPORT | HARD | CONSIST OF INCIDENT REPORTS SUBMITTED BY SECURITY GUARDS | 1 YEAR | 3 YEAR | SHRED |
| MMD 4.0 | ASSET MANAGEMENT | | | | | |
| 4.1 | INVENTORY OF FIXED ASSETS | SOFT | CONSIST OF LIST OF ALL FIXED ASSETS (E.G. PC, LAPTOP, FURNITURES AND FIXTURES) | UNTIL SUPERSEDED | UNTIL SUPERSEDED | ARCHIVE |
| 4.2 | FATA FILE | HARD | CONSIST OF DIAGNOSTIC REPORT , FATA TRANSFER, FATA ASSIGNEE, | UNTIL SUPERSEDED | UNTIL SUPERSEDED | ARCHIVE/FILING |
| 4.3 | CONTRACTS | HARD | SIGNED CONTRACTS | 1 YEAR | 4 YEARS | ARCHIVE |
| MMD 5.0 | MANAGEMENT REPORT | SOFT | CONSIST OF KPI, MANCOM, LEADERS MEETING, ACCH | 1 YEAR | 3 YEARS | ARCHIVE |
| MMD 6.0 | SUPPLIER PORTFOLIO | HARD | SUPPLIER F2 ACCREDITATION FORM, GOVERNMENT REGULATORY, SUPPLIER EVALUATION | 1 YEAR | 3 YEARS | ARCHIVE |
| MMD 7.0 | OFFICIAL RECEIPT & CERTIFICATE OF REGISTRATION | HARD | CONSIST OF LIST OF OFFICIAL RECEIPT & CERTIFICATE OF REGISTRATION | 1 YEAR | 3 YEARS | ARCHIVE |
| MMD 8.0 | INSURANCE MANAGEMENT | SOFT | FACILITY INSURANCE, VEHICLE INSURANCE, AND INSURANCE CLAIMS | 1 YEAR | 3 YEARS | ARCHIVE |

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