

IETF Trust Records Retention and Management Policy

1. Policy

The Records Retention and Management Policy of the IETF Trust (the “Policy”) is set forth below and includes the attached IETF Trust Document Retention Matrix.

2. Objective

The IETF Trust adopts this Policy for the purposes of:

- (a) Ensuring compliance with legal and regulatory obligations;
- (b) Reducing storage costs and increasing efficiency;
- (c) Retrieving current information or important archives more easily and reliably;
- (d) Minimizing litigation costs; and
- (e) Providing a more accurate and reliable record of the IETF Trust’s actions and decisions.

3. Background

Document retention is the process of managing all types of business documents and records to ensure that they are readily available for as long as they are useful or are required by law to be retained. In general, when documents are no longer useful and are no longer legally required to be retained, they should be destroyed.

4. Storage

Records in current use should be accessible in labeled file cabinets on site. Historical records should be securely boxed and clearly labeled in offsite storage. A current inventory sheet should contain a description of the item, why it is being retained, where it can be found, how long it should be retained, and the format of the item (electronic, hard copy). File cabinets containing financial and confidential records should be locked at the end of each business day.

5. IETF Trust Records Committee

The IETF Trust Records Committee consists of the IETF Trust Chair, the IAD and the ISOC President/CEO, or designee.

The Records Committee of the IETF Trust shall oversee the implementation and administration of this Policy.

6. Records Destruction

At the expiration of the retention period for a particular document, as indicated in the Matrix attached hereto, hard copy files should be shredded and electronic records should be erased or destroyed and no longer retained in a retrievable form.

7. Document Retention during Litigation and Other Proceedings

In the event of a lawsuit, service of a subpoena, or initiation of government proceeding, inquiry or investigation, the IETF Trust may be required to retain some or all relevant documents relating to the matter, even if the IETF Trust is not yet a party to the lawsuit, target of the investigation, or recipient of a subpoena.

When it becomes apparent to the IETF Trust that legal proceedings have commenced, or are reasonably probable or foreseeable, the IETF Trust shall (with the advice of counsel) evaluate whether it has document retention obligations and the breadth of material that is likely to be encompassed by such obligations. As soon as any Trustee, employee or agent of the IETF Trust learns that the IETF Trust is subject to or is reasonably likely to become subject to litigation, a government investigation, or a subpoena, the IETF Trust counsel shall be notified immediately.

The IAD shall notify the Trustees, Internet Society employees and other agents as appropriate concerning legal requests and requirements concerning the retention of documents in IETF Trust custody.

8. Review

The Trustees shall review the Policy annually.

9. Adopted

This Policy is adopted January 11, 2007.

IETF Trust Document Retention Matrix

	11-Jan-07	Permanently	7 Years	3 Years	18 Months
1 Accounting Ledgers, except General			X		
2 Archives of non-WG mailing lists hosted by the IETF	X				
3 Audit Reports	X				
4 Bank Reconciliation			X		
5 Blue Sheets	X				
6 Budgets	X				
7 Cancelled Checks					X
8 Contracts and other Agreements	X				
9 General Correspondence				X (2)	
10 Credit Card Processing Records					X
11 Financial Statements			X		
12 Fixed Asset Records	X				
13 IETF Trust Minutes	X				
14 Insurance Policies	X				
15 Internet Drafts	X				
16 Inventory Records	X				
17 Invoices from Vendors			X		
18 Legal Correspondence	X				
19 Letters of Invitation				X	
20 Liaison Documents and Correspondence	X				
21 License Agreements	X				
22 Other Trust Governance Documents	X				
23 Proceedings	X				
24 Purchase Orders			X		
25 Receipts			X		
26 Registrations	X				
27 RFCs	X				
28 Sales Tax Exemption Certificate	X				
29 Special Correspondence (1)	X				
30 Tax Return			X		
31 Trademark Records	X				
32 Trust Agreement	X				
33 Trust Bylaws	X				
34 Working Group Archives	X				
35 Year-End Trial Balance and General Ledger	X				

(1) Special Correspondence is correspondence regarding matters whose documents are otherwise being retained permanently

(2) Review documents before destroy for retention or document reclassification