

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 they are no longer legally required to be retained, they should be destroyed.

4. **Storage of physical records**

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

5. **Storage of electronic records**

Electronic records in current use and historic electronic records are stored and made accessible on systems maintained by the IETF Secretariat and by the Internet Society.

6. **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.

7. Access to historic electronic records

Historic non-confidential electronic records shall be maintained so that they are accessible on the IAOC web site. Historic confidential electronic records shall be protected from public access

8. 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 in such a way that they can no longer be reconstructed.

9. 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 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.

If it becomes apparent to the IETF Trust that legal proceedings have commenced, or are reasonably probable or foreseeable, the IETF Trust shall consult with counsel and evaluate whether it has any additional document retention obligations and, if so, the material that is likely to be covered by such obligations.

The IETF Trust counsel shall be notified immediately as soon as any Trustee, employee or agent of the IETF Trust learns that the IETF Trust has received a legal request, is subject to or may become subject to litigation, a government investigation, or a subpoena.

In such cases the IAD shall notify the Trustees, Internet Society employees and other agents, as appropriate, concerning requirements for the retention of documents in IETF Trust custody.

10. Review

The IETF Trust Records Committee shall review the Policy annually and make such recommendations to the Trust as it deems necessary.

11. Adopted

This Policy is adopted _____

Document Type	Permanently	Confidential	7 Years	3 Years
Archives of non-WG mailing lists hosted by the IETF	X			
Blue Sheets from before xx/xxxx	X	X		
Budgets	X			
Contracts and other Agreements	X	X		
General Correspondence				X (2)
Financial Summary Statements			X	
Financial Detailed Statements		X	X	
Fixed Asset Records	X			
IETF Trust Minutes	X			
Internet Drafts	X			
Inventory Records	X			
Invoices from Vendors		X	X	
Legal Correspondence	X	X		
Letters of Invitation				X
License Agreements	X	X		
Other Trust Governance Documents	X			
Proceedings	X			
Receipts		X	X	
Registrations	X			
RFCs	X			
Special Correspondence (1)	X	X		
Trademark Records	X			
Trust Agreement	X			
Trust Bylaws	X			
Working Group Archives	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