



**KENYA BUREAU OF STANDARDS CERTIFICATION BODY**

**CER/POL/07: Policy on Retention of client records of Management  
Systems Certification**

**1. Introduction**

This policy sets out rules for retention period of records of management systems for KEBS CB clients.

**2. Responsibility**

2.1 KEBS CB shall be responsible for safe keeping of all records of certification for management systems clients.

**3. Rules**

3.1.1 Records of certified clients shall be retained for the duration of the current cycle plus one full previous certification cycle. Records of withdrawn/terminated certifications shall be retained for 6 years from the decision date of withdrawal/termination of certification. Where the law requires retention of certification records for a longer time period, KEBS CB shall abide by the law.