



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 Records of withdrawn/terminated certifications shall be retained for 6 years from the decision date of withdrawal/termination of certification.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.