



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 the retention period of records of management systems for KEBS Certification Body clients.

2. Responsibility

- 2.1 KEBS Certification Body shall be responsible for the safekeeping 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 Records of withdrawn/terminated certifications shall be retained for 6 years from the decision date of withdrawal/termination of certification.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 the retention of certification records for a longer time period, KEBS Certification Body shall abide by the law. **Additionally, the same requirements shall apply for records in electronic format i.e. in IMS, server, email, and Teams.**