

ETHIOPIAN TRANSLATORS ASSOCIATION (ETA)

Archive and Record-Keeping Policy

Purpose

This policy ensures that the Ethiopian Translators Association (ETA) maintains accurate, organized, and accessible records of its activities, decisions, and financial transactions. The policy provides clear guidelines for archiving important documents, retaining records, and handling their disposal, ensuring compliance with legal requirements and the proper management of Association records.

Key Elements

1. Procedures for Archiving Meeting Minutes, Financial Records, and Other Important Documents

a. Meeting Minutes

- All meeting minutes, including those from Executive Committee, General Assembly, and other official meetings, shall be recorded and archived in both physical and digital formats.
- Minutes should include the meeting date, decisions made, action items, and attendance records.
- Meeting minutes will be archived within one week of the meeting, stored in a secure, easily accessible location, and indexed for quick retrieval.

b. Financial Records

- Financial records, such as invoices, receipts, financial statements, and audit reports, will be archived both digitally and physically.
- These records must be kept for a minimum of 7 years to comply with legal requirements.
- All digital financial records will be backed up regularly to ensure data integrity and prevent loss.

c. Other Important Documents

- Documents such as contracts, agreements, membership records, and official correspondence shall be archived in accordance with their importance to the Association's operations.
- All records will be stored securely and labeled clearly, with an index system for easy identification and retrieval.

2. Guidelines for Retaining and Disposing of Records

a. Retention Period

- Meeting minutes and financial records will be retained for a minimum period of 7 years.
- Other documents, including contracts and membership records, will be kept for as long as they are necessary for legal, operational, or historical purposes.

b. Disposal of Records

- Records that have passed their retention period, or are no longer relevant, will be securely disposed of, either through shredding physical documents or permanently deleting digital files.
- Sensitive records, especially those containing personal data, must be disposed of in a manner that ensures confidentiality and compliance with data protection regulations.
- All disposal of records will be documented, specifying the types of records and the method of disposal used.

3. Rules for Accessing Archived Records

a. Authorized Access

- Access to archived records will be limited to authorized personnel, including members of the Executive Committee, the General Manager, and other designated staff members.
- Requests for access to archived records by members or external parties will be reviewed and approved by the General Manager or the Executive Committee.

b. Requesting Access

- Any request to access archived records must be submitted in writing, detailing the purpose and specific records required.
- The General Manager, in consultation with the Executive Committee, will review the request and determine if access should be granted.

c. Confidentiality and Privacy

- Access to confidential documents, such as personal data or sensitive financial information, will be restricted.
- Individuals accessing confidential records will be required to sign a confidentiality agreement to ensure data protection and privacy.
- The Association will ensure compliance with relevant data protection laws regarding the handling of sensitive information.

Conclusion

The Ethiopian Translators Association is committed to maintaining accurate and organized records, supporting transparency, and ensuring compliance with legal and regulatory

requirements. This Archive and Record-Keeping Policy provides a clear framework for proper document management, ensuring the integrity and accessibility of the Association's records.

Approved by:

Ethiopian Translators Association (ETA)